

# Itemized Expense Report

Date: 2024-05-15

Name: John Doe

Department: Marketing

Report ID: ER-2024-0521

## Expense Details

Date	Expense Category	Description	Amount
2024-05-10	Travel	Flight to New York for client meeting	\$350.00
2024-05-11	Accommodation	Hotel stay, 2 nights	\$400.00
2024-05-11	Meals	Business lunch with client	\$65.00
2024-05-12	Transportation	Taxi from hotel to office	\$30.00

**Total Amount:** \$845.00

## Approvals

**Submitted By:** John Doe

Date: 2024-05-15

**Approved By:** Jane Smith

Date: 2024-05-17

## Important Notes

- All expenses must be accompanied by valid receipts or documentation.
- Ensure each expense is categorized accurately for compliance and accounting purposes.
- Approvals are required before reimbursement is processed.
- Check company policy for allowable expenses and daily limits.