

Project-Based Expense Reimbursement Report

Employee Name

John Doe

Employee ID

EMP1234

Department

Project Management

Project Name

Website Revamp

Project Code

PJ2024-577

Report Period

01 June 2024 - 15 June 2024

Date of Submission

16 June 2024

Expense Details

Date	Expense Category	Description	Amount (USD)	Receipt Attached
03 June 2024	Travel	Taxi to client site	24.50	Yes
04 June 2024	Meals	Lunch with client	45.00	Yes
10 June 2024	Supplies	Stationery for project	17.25	Yes
13 June 2024	Miscellaneous	Printing documents	12.00	No
			Total: 98.75	

Declaration

I hereby declare that the above expenses were incurred for the stated project purposes and in accordance with the organization's reimbursement policies.

Employee Signature

Date

16 June 2024

Important Notes

- This report should include original receipts for all expenses whenever possible.
- All expenses must be directly related to the specified project.
- Reimbursement is subject to the organization's approval and policies.
- Incomplete or inaccurate information may result in delayed reimbursement.
- Submit this report within the designated timeframe after the expenses are incurred.