

Business Expense Statement

Name:

Jane Doe

Employee ID:

EMP-0218

Department:

Sales

Period:

June 2024

Statement Date:

2024-06-18

Report No.:

EXP-2024-0618

Expense Details

Date	Expense Category	Description	Amount (USD)
2024-06-05	Travel	Flight to New York for client meeting	320.00
2024-06-05	Meal	Lunch with client	48.50
2024-06-06	Accommodation	Hotel stay - 1 night	142.00
2024-06-07	Transportation	Taxi to airport	36.00
2024-06-10	Office Supplies	Stationery purchase	23.90
Total			570.40

Employee Signature

Manager Approval

Important Notes:

- Attach supporting receipts and relevant documentation for each expense.
- Expenses must comply with the company's expense policy.
- Ensure all personal information is accurate before submission.
- Approval is required before reimbursement can be processed.
- Retain a copy of this statement for your personal records.