

Detailed Expense Itemization Statement

Report For: John Smith

Date Range: March 1, 2024 – March 31, 2024

Department: Sales & Marketing

Prepared By: Sarah Lee

Date Prepared: April 5, 2024

Expense Itemization

| Date | Description | Category | Vendor | Payment Method | Amount (USD) |
|------------|--|-----------------------|-----------------|----------------------|--------------|
| 2024-03-03 | Client Lunch at Bistro XYZ | Meals & Entertainment | Bistro XYZ | Company Credit Card | 58.20 |
| 2024-03-09 | Roundtrip Flight to Chicago (Conference) | Travel - Airfare | AirFly Airlines | Personal Credit Card | 432.15 |
| 2024-03-10 | Hotel Stay (2 Nights) | Lodging | Grandview Hotel | Personal Credit Card | 295.00 |
| 2024-03-11 | Taxicab: Airport to Hotel | Travel - Local | City Taxi | Cash | 34.00 |
| 2024-03-16 | Office Supplies | Supplies | StapleMart | Company Credit Card | 87.75 |
| 2024-03-21 | Team Building Event | Staff Welfare | Bowling Center | Company Credit Card | 120.00 |

| | |
|---------------------------|-----------------|
| Subtotal | \$1,027.10 |
| Less: Advance Received | -\$200.00 |
| Total Reimbursable | \$827.10 |

Important Notes

- All expenses must be supported with original receipts or scanned copies.
- Personal expenses or non-business related items should not be included.
- Categorize expenses accurately to facilitate processing and compliance.
- Ensure itemization is detailed enough to meet company policy and audit requirements.
- Sign and date the statement before submission, if required by organizational policy.