

# 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					<b>\$827.10</b>

## 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.