

Standard Expense Statement

Employee Name: _____

Employee ID: _____

Department: _____

Date Submitted: ____ / ____ / ____

Period Covered: From ____ / ____ / ____ To ____ / ____ / ____

Expense Details

| Date | Description | Category | Amount | Receipt Attached |
|--------------------|-----------------------------|----------------|----------------|------------------|
| ____ / ____ / ____ | Taxi fare to client meeting | Transportation | \$_____ | Yes / No |
| ____ / ____ / ____ | Lunch with client | Meals | \$_____ | Yes / No |
| ____ / ____ / ____ | Hotel stay | Lodging | \$_____ | Yes / No |
| | | | Total: \$_____ | |

Employee Signature & Date

Approver Signature & Date

Important Notes

- All expenses must be supported with original receipts.
- Submit expense statements within the company’s specified reporting period.
- Ensure all details provided are accurate and complete.
- Unauthorized or incomplete claims may be rejected.
- For any clarifications, refer to the company's expense policy.