

# 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
<b>Total:</b> \$ _____				

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.