

Simple Mobile Expense Sheet

Name

Your name

Reporting Period

e.g., June 2024

Expense Details

Date	Description	Category	Amount (USD)
	e.g., Lunch	e.g., Meals	
	e.g., Taxi	e.g., Transport	
	e.g., Stationery	e.g., Office Supplies	
Total			

Remarks

Remarks or notes

Important Notes

- Review all expenses for accuracy before submission.
- Attach supporting receipts where applicable.
- Update total after adding or removing expense items.
- This template can be used for individual or business expense tracking.
- Maintaining up-to-date records helps simplify reimbursements and budgeting.