

# Itemized Food Expense Report

Report Date:

2024-06-14

Employee Name:

Jane Doe

Department:

Marketing

Period Covered:

June 1, 2024 - June 7, 2024

## Food Expense Details

Date	Description	Meal Type	Location	Amount (USD)
2024-06-01	Lunch with client	Lunch	Downtown Bistro	32.45
2024-06-03	Team breakfast	Breakfast	City Cafe	24.80
2024-06-05	Dinner during conference	Dinner	Green Leaf Grill	45.00
2024-06-07	Working lunch with partners	Lunch	Market Deli	29.20
<b>Total</b>				<b>131.45</b>

## Important Notes

- Receipts must be attached for all itemized expenses.
- Describe the purpose of each meal clearly in the description column.
- Ensure all amounts are accurate and correspond to attached documents.
- Only allowable business meals should be included per company policy.
- Submit the report within the stipulated timeframe for reimbursement.