

Itemized Expense Table

Document Details

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Department: Finance

Expense Breakdown

#	Date	Description	Category	Amount	Remarks
1	2024-06-10	Office Supplies (Paper, Pens)	Supplies	\$45.50	Invoice #789
2	2024-06-12	Team Lunch	Meals	\$120.00	Team Meeting
3	2024-06-14	Taxi Fare	Travel	\$32.75	Client Visit
4	2024-06-15	Printer Cartridge	Supplies	\$54.20	N/A
Total				\$252.45	

Important Notes

- Each expense should be supported by valid documentation (e.g., receipts, invoices).
- Ensure that all item descriptions are clear and specific for transparency.
- Regular review of expense records is recommended for accurate financial tracking.
- Totals must be checked for accuracy before submission.
- Adhere to company policies regarding allowable expenses and reimbursement limits.