

Expense Report

Report Title

Monthly Business Expenses

Employee Name

John Doe

Employee ID

EMP-12345

Report Period

June 1, 2024 - June 30, 2024

Date Submitted

July 2, 2024

Expense Details

Date	Category	Description	Amount (USD)	Receipt Attached
2024-06-03	Travel	Taxi fare to client meeting	35.00	Yes
2024-06-10	Meals	Lunch with client	42.50	Yes
2024-06-18	Supplies	Office supplies	18.20	No
2024-06-22	Lodging	Hotel stay for conference	199.00	Yes
Total: \$294.70				

Purpose of Expenses

Attending client meetings and participating in the ABC Industry Conference.

Employee Signature

Approval (Manager/Supervisor)

- All expenses should be supported by valid receipts whenever possible.
- Fill in all required fields accurately before submitting for approval.
- Ensure totals are calculated correctly and no duplicate entries exist.
- Submit the report within the designated timeframe according to company policy.
- Expense reports are subject to audit and approval by management.