

# Email Attachment Receipt Expense Reimbursement

**Date Submitted:** June 18, 2024

**Employee Name:** Alex Johnson

**Employee ID:** 10231

**Department:** Finance

**Email:** alex.johnson@email.com

## Expenses Summary

Date	Description	Expense Type	Amount	Receipt Attached
2024-06-12	Client Meeting Lunch	Meals	\$45.20	Yes
2024-06-14	Taxi Fare to Client Site	Transportation	\$22.70	Yes
2024-06-15	Printing Materials	Office Supplies	\$13.40	Yes

**Total Amount:** \$81.30

## Payee Bank Details (if applicable):

Account Name: Alex Johnson

Account Number: XXXXXX8945

Bank: Central Bank

**Submitted By:** Alex Johnson

**Date:** June 18, 2024

## Important Notes

- Ensure all receipts are clearly scanned and attached to this email for verification.
- Incomplete or missing receipts may delay reimbursement processing.
- Follow your company's reimbursement policy for allowable expenses.
- This document serves as a summary record; keep original receipts for audit purposes.
- Banking details should be accurate to avoid delays in reimbursement transfer.