

# Reimbursement Receipt Documentation

Sample JPEG Image Format

**Employee Name:**

John Doe

**Department:**

Finance

**Date Submitted:**

2024-06-13

**Receipt Image (JPEG Example):**

Receipt JPEG Example

**Description:**

Taxi fare from client office to company headquarters after business meeting.

**Amount:**

\$45.00

**Important Notes for JPEG Image Receipts:**

- Receipt image must be clear and all text must be legible.
- Accepted file format: **.jpg** or **.jpeg** only.
- File size should not exceed 2 MB per receipt.
- Ensure the date, amount, and vendor details are visible in the image.
- Do not edit or add marks to the original receipt image.