

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.