

# Receipt Capture for Reimbursement

Date of Submission

2024-06-25

Employee Name

Alexandra Smith

Employee ID

EMP-10239

Department

Sales & Marketing

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Receipt Image

Receipt Photograph

Merchant Name

ABC Coffee Bar

Purchase Date

2024-06-21

Expense Category

Meals & Entertainment

Total Amount

\$37.50

Payment Method

Credit Card

Purpose / Description

Client meeting over coffee - Q2 project kickoff.

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Approver Name

Jordan Lee

Approval Status

Pending

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Important Notes

- Ensure the receipt photo is clear and captures all required details, including date and amount.
- Submit receipts within the reimbursement period specified by company policy.
- Original receipt must be retained until the reimbursement request is approved or processed.
- Any altered, unreadable, or incomplete receipts may lead to delays or rejection.
- Each expense entry should correspond to a single, itemized receipt.

