Online Portal Receipt Upload Format

Expense Claims

Employee Name:	John Doe	**Employee ID:**	EMP98213
Department:	Finance	**Claim Date:**	2024-06-30
Claim Reference:	EXP/2024/1456	**Contact Email:**	john.doe@email.com

Expense Details

Date	Expense Type	Description	Amount (USD)
2024-06-20	Travel	Taxi from airport to client office	45.00
2024-06-21	Meals	Lunch with client	28.50
		Total	**73.50**

Receipt Upload Attachments

Receipt1.jpg (Travel)
Receipt2.jpg (Meals)

Important Notes

- Ensure all receipts are clear, legible, and include the transaction date and amount.
- Uploaded files should be in PDF or image (JPG, PNG) formats only.
- Combine multiple receipts into a single file if claiming for one expense type on the same date.
- All original receipts must be retained for audit purposes.
- Incomplete submissions may delay the processing of your expense claim.