

LOGO

Expense Receipt

ABC COMPANY LTD.
123 Main Street, City, Country

Receipt No.

#EXP-2024-0176

Date

2024-06-15

Received From

John Doe

Payment Method

Credit Card

Reference

TRX945827

No.	Expense Description	Date	Category	Amount
1	Lunch with client	2024-06-12	Meals	\$34.00
2	Taxi to airport	2024-06-13	Transportation	\$22.50
3	Stationery purchase	2024-06-14	Office Supplies	\$15.20
Total				\$71.70

Authorized Signature

Important Notes:

- This is a scanned copy of the original receipt, provided for record-keeping and reimbursement purposes.
- Please ensure all information is clear and readable; illegible scans may be rejected.
- Alteration or tampering with the scanned document is strictly prohibited.
- Retain the original paper receipt for future reference or audit if required.