

Employee Expense Reimbursement Summary

Date: 2024-06-30

Employee Name: Jane Doe
Employee ID: EMP12345
Department: Marketing
Period Covered: June 1, 2024 – June 27, 2024
Report Reference: ER-2024-06-001

Expense Details

Date	Description	Category	Amount (USD)	Receipt Attached
2024-06-03	Taxi from airport to hotel	Transportation	35.00	Yes
2024-06-03	Hotel stay (1 night)	Accommodation	120.00	Yes
2024-06-04	Lunch with client	Meals	28.50	Yes
2024-06-05	Office supplies	Miscellaneous	14.20	Yes
			Total: 197.70	

Summary

Total Amount Claimed: \$197.70

Status: Pending Approval

Important Notes

- All expenses must be supported by valid receipts.
- Claims should comply with company policy on reimbursement.
- Incorrect or incomplete submissions may delay processing.
- Submit your expense report within 30 days of incurring expenses.
- Contact the HR department for questions or assistance.