

# Monthly Reimbursement Consolidated Report

Month: June 2024

Department: Finance & Administration

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Date Prepared: 2024-07-02

## Summary by Employee

Employee Name	Employee ID	Number of Claims	Total Amount (USD)
John Doe	EMP1007	3	415.00
Lisa Simons	EMP1012	2	310.50
Ahmed Khan	EMP1015	4	502.25
<strong>Total</strong>			<strong>1,227.75</strong>

## Detailed Reimbursement List

Date	Employee Name	Type	Description	Amount (USD)	Status
2024-06-05	John Doe	Travel	Client meeting - taxi fare	58.00	Approved
2024-06-09	Lisa Simons	Meals	Team lunch	120.50	Approved
2024-06-10	Ahmed Khan	Materials	Office supplies purchase	75.80	Approved
2024-06-14	John Doe	Lodging	Overnight stay for conference	280.00	Approved
2024-06-15	Ahmed Khan	Travel	Intercity train ticket	125.20	Pending
2024-06-18	Lisa Simons	Travel	Taxi to airport	190.00	Approved
2024-06-20	John Doe	Meals	Working dinner	77.00	Approved
2024-06-22	Ahmed Khan	Materials	Presentation prints	89.05	Approved
2024-06-25	Ahmed Khan	Travel	Taxi for client site visit	112.20	Approved
2024-06-28	Ahmed Khan	Meals	Client lunch	100.00	Approved

## Important Notes

- Only approved claims are included in the consolidated total; pending claims are highlighted for review.
- Supporting receipts and documents for each claim should be submitted and archived for audit compliance.
- Review and approval by the finance manager is mandatory before disbursement of the total amount.
- This report serves as an official record for monthly expense reimbursements.