

Itemized Expense Bill

Bill Number:
IEB-2024-015

Date:
2024-06-15

Billed To:
Acme Corporation Ltd.
123 Market Street
New City, NY 12345

Prepared By:
Jane Doe
Finance Dept.

#	Description	Date	Category	Qty	Rate	Amount
1	Stationery (Pens, Notebooks)	2024-06-07	Office Supplies	1	\$45.00	\$45.00
2	Lunch with Client	2024-06-08	Meals & Entertainment	1	\$70.00	\$70.00
3	Taxi Fare	2024-06-09	Travel	1	\$23.00	\$23.00
4	Printing Materials	2024-06-10	Printing	1	\$32.00	\$32.00
					Subtotal	\$170.00
					Tax (5%)	\$8.50
					Total	\$178.50

Remarks:
All expenses listed above are supported by the original receipts and have been verified for accuracy.

- Important Notes:**
- Ensure all supporting documents (receipts, invoices) are attached with the bill.
 - All expenses should comply with the company's expense policy.
 - Verify item descriptions and amounts before submission.
 - Approval from authorized personnel may be required for processing.
 - Keep a copy of the submitted bill for your records.