

# 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
						<b>Subtotal \$170.00</b>
						<b>Tax (5%) \$8.50</b>
						<b>Total \$178.50</b>

## 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.