Detailed Expense Itemization Sheet

Report Date: 2024-06-08 **Employee Name:** Jane Doe

Department: Marketing **Expense Report ID:** #EXP-0923

Purpose of Expense: Client Meeting & Project Kickoff

Date	Category	Description	Vendor / Place	Receipt #	Amount (USD)
2024-06-03	Transportation	Taxi to client office	City Cabs	45210	36.00
2024-06-03	Meals	Lunch with client	Bistro 55	91922	58.20
2024-06-04	Supplies	Project folders, pens	Office Depot	63872	18.75
2024-06-04	Accommodation	Hotel stay (1 night)	Central Hotel	75433	143.50
2024-06-05	Transportation	Train to HQ	National Rail	76124	22.80
				Total	**279.25**

Important Notes:

- All listed expenses must be supported by valid receipts or invoices.
- Personal expenses are not eligible for reimbursement.
- Descriptions should clearly indicate the purpose of each expense.
- Ensure totals match the sum of all itemized expenses before submission.
- Submit this sheet within the required timeframe per company policy.