

Monthly Employee Expense Report

Employee Name
John Doe
Employee ID
00561
Department
Sales
Report Month
June 2024

Manager
Jane Smith
Date Submitted
2024-07-02
Email
jdoe@email.com
Contact No.
+1 800 900 1234

Expense Details

Date	Expense Type	Description	Amount (USD)
2024-06-05	Travel	Flight to Chicago for client meeting	325.00
2024-06-07	Accommodation	2 nights at Hilton Hotel	260.00
2024-06-07	Meals	Dinner with client	58.50
2024-06-10	Office Supplies	Printer paper & pens	28.40
2024-06-13	Transport	Taxi from airport	44.00

Subtotal715.90

Advance Claimed150.00

Total Reimbursable565.90

Remarks / Additional Notes:

All expenses are accompanied by receipts attached in this report.

Important Notes

- All claims must be supported by valid and original receipts.
- Ensure accurate and complete documentation for faster processing.
- Review company expense policy for allowed and disallowed expenses.
- Submit the report to your manager for review within 5 days of month-end.
- Keep a personal copy of the claim for your records.