

# 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.

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## 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

Subtotal 715.90

Advance Claimed 150.00

**Total Reimbursable 565.90**

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.