

Expense Statement Sheet

Name:

John Doe

Date:

2024-06-30

Department:

Marketing

Report Period:

June 2024

Description	Date	Category	Amount	Remarks
Taxi fare to client meeting	2024-06-03	Transport	\$32.50	
Lunch with client	2024-06-03	Meals	\$45.00	Client meeting
Office supplies purchase	2024-06-12	Supplies	\$21.75	
Hotel Accommodation	2024-06-18	Travel	\$120.00	Conference
			Total:	\$219.25

Important Notes:

- Attach receipts for all listed expenses for validation.
- Ensure accurate categorization of each expense item.
- Statement should be approved by the designated supervisor before reimbursement.
- List expenses chronologically for clarity.
- Keep a personal copy for future reference.