

# Expense Summary Table

| Date       | Description       | Category              | Amount (USD) |
|------------|-------------------|-----------------------|--------------|
| 2024-05-10 | Office Supplies   | Office                | 75.00        |
| 2024-05-13 | Lunch with Client | Meals & Entertainment | 48.60        |
| 2024-05-15 | Taxi Fare         | Transportation        | 23.50        |
| 2024-05-20 | Printing Costs    | Office                | 19.90        |
| Total      |                   |                       | 167.00       |

- Ensure all expenses are supported by receipts and relevant documentation.
- Double-check category assignments to maintain consistency in reporting.
- Provide clear descriptions for each expense to avoid ambiguity during review.
- Review totals for accuracy before submitting or filing the summary document.
- This summary may be required for audits, reimbursements, or internal record-keeping.