

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.