

Expense Breakdown Statement

Date:

2024-06-15

Statement No.:

EXP20240615

Prepared By:

John Doe

Department:

Finance

Expense Breakdown

#	Expense Category	Description	Date	Amount (USD)
1	Travel	Flight ticket to New York	2024-06-01	350.00
2	Accommodation	Hotel stay (3 nights)	2024-06-01	450.00
3	Meals	Team lunch with clients	2024-06-02	120.00
4	Office Supplies	Printer ink purchase	2024-06-04	60.00
Total				980.00

Important Notes

- Please attach supporting receipts for all expenses listed.
- All expenses must comply with company reimbursement policies.
- Ensure descriptions are clear and specific for audit purposes.
- Any discrepancies should be reported within 7 days of statement issuance.