

Expenses Summary

Period: January 2024

Date	Description	Category	Amount (USD)	Notes
01/03/2024	Office Supplies	Supplies	75.00	Printer ink, paper
01/07/2024	Coffee with Client	Meals/Entertainment	18.50	Business meeting
01/12/2024	Taxi to Event	Transport	27.00	Industry conference
01/15/2024	Team Lunch	Meals/Entertainment	56.80	Project kickoff
01/25/2024	Stationery Restock	Supplies	42.30	Notebooks, pens
				Total 219.60

Important Notes

- Attach supporting receipts for all listed expenses where possible.
- Always categorize expenses accurately to ensure clear financial reporting.
- Provide sufficient description and notes for each entry for future reference.
- Ensure totals match actual reimbursements claimed or invested.
- Keep this document for internal auditing and compliance requirements.