

Expense Report

01/01/2026 – 01/01/2027

Prepared By:
John Doe

Employee ID:
EMP001

Department:
HR

Date	Category	Description	Notes	Amount
05-Jan-2026	Travel	Flight booking	HR meeting	BDT 15,000.00
12-Jan-2026	Food	Team lunch		BDT 4,200.00
20-Jan-2026	Accommodation	Hotel stay	2 nights	BDT 38,000.00
03-Feb-2026	Transportation	Taxi charges		BDT 1,800.00
15-Feb-2026	Other	Office supplies	Stationery	BDT 6,200.00
01-Mar-2026	Travel	Train tickets	Client visit	BDT 8,900.00
10-Mar-2026	Food	Client dinner		BDT 12,500.00
25-Mar-2026	Accommodation	Conference hotel	3 nights	BDT 54,000.00
02-Apr-2026	Transportation	Car rental		BDT 16,000.00
18-Apr-2026	Other	Training materials	HR training	BDT 9,500.00
06-May-2026	Travel	Domestic flight		BDT 22,000.00
14-May-2026	Food	Workshop catering		BDT 17,500.00
29-May-2026	Accommodation	Guest house	Project stay	BDT 46,000.00

Date	Category	Description	Notes	Amount
07-Jun-2026	Transportation	Fuel reimbursement		BDT 7,800.00
21-Jun-2026	Other	Software license	HR tools	BDT 120,000.00
05-Jul-2026	Travel	International flight		BDT 185,000.00
16-Jul-2026	Food	Business lunch		BDT 6,800.00
02-Aug-2026	Accommodation	Resort stay	Annual meet	BDT 72,000.00
19-Aug-2026	Transportation	Airport transfer		BDT 3,500.00
03-Sep-2026	Other	Event registration		BDT 25,000.00
11-Oct-2026	Travel	Regional travel		BDT 14,500.00
06-Nov-2026	Food	Team dinner	Festival	BDT 9,800.00
22-Nov-2026	Accommodation	Hotel booking		BDT 41,000.00
10-Dec-2026	Transportation	Cab services		BDT 5,200.00
01-Jan-2027	Other	Year-end supplies		BDT 30,500.00

BDT 772,700.00

Signature:

Date: