

# UMAYRENDER

## EXPENSE REPORT

Employee Name:

John Smith

Department:

Sales & Marketing

Employee ID:

EMP-12345

Report Period:

May 1, 2024 - May 31, 2024

Date	Description/Invoice No.	Category	Amount	Currency
05/03/2024	Client Dinner - INV#45892	Meals	125.50	USD
05/10/2024	Hotel Stay - Booking #H2345678	Lodging	450.00	USD
05/10/2024	Taxi from Airport - Receipt #TX0123	Travel	45.75	USD
05/12/2024	Office Supplies - INV#S78901	Office	28.99	USD
05/15/2024	Customer Meeting Refreshments	Meals	52.25	USD
05/20/2024	Flight - Booking #FL987654	Travel	385.00	USD

Total Expense Amount: \$1,087.49 USD

Additional Notes:

All expenses incurred during the quarterly sales conference and client meetings in Boston. Receipts attached to the back of this form.

Employee Signature:

Manager Approval:

Date:      Date: