



WORLDWIDE ADVERTISING - Monthly Business Expense Report

Please attach all receipts of expenses and submit copy to Human Resources.

EMPLOYEE NAME:
Steve Smith

DEPARTMENT:
Marketing

EMPLOYEE ID:
#89183901

MANAGER:
Jennifer Edwards



DATE	EXPENSE DESCRIPTION	TRAVEL	LODGING	FUEL	MEALS	OTHER*	AMOUNT
09.16.2024	Tech Conference in Seattle	\$230.00	\$300.00	\$60.00	\$180.00		\$830.00
09.21.2024	Client Meeting			\$80.00	\$110.00		\$130.00
09.28.2024	Client Meeting			\$15.00	\$130.00		\$145.00
09.30.2024	Sales Strategy Course					\$140.00	\$140.00

SUBTOTAL \$1,245.00

ADVANCES \$400.00

TOTAL \$1,645.00

***Additional Information for "OTHER" expenses:**

09.28.2024 (\$140.00) - An online sales strategy course with a framework for improved conversions, and better lead nurturing.