

# EXPENSE CLAIM

<b>Name</b>	Priya Jones	<b>Department</b>	Operations
<b>Email</b>	priya@imakam.com	<b>To be Approved</b>	Peter, Manager of Finance
<b>Employee #</b>	12958	<b>Purpose</b>	Travel Expenses

## EXPENSES

Category	Dates	Details	Amount
<b>Transportation</b>	Date	Description from Receipt	Subtotal
<b>Lodging</b>	Date	Location and Room Number	Subtotal
<b>Meals</b>	Date	Restaurant and Menu Item	Subtotal
		<b>Total Amount to Submit for Reimbursement:</b>	



**Signature**

Priya Jones  
Director of Operations  
ImaKam

September 28, 2020

**Date**