

# Digital Expense Form Sample

A **digital expense form sample** with an itemized list helps streamline the process of tracking and submitting expenses accurately. Each entry clearly details individual costs, ensuring transparency and easy verification. This format enhances financial management by organizing expenses systematically.

Employee Name:

Date Submitted:

Department:

Report ID:

## Itemized Expense List

Date	Description	Category	Amount (USD)	Receipt
2024-06-01	Lunch with client	Meals & Entertainment	35.40	<a href="#">View</a>
2024-06-02	Taxi fare to airport	Transportation	18.75	<a href="#">View</a>
2024-06-02	Hotel accommodation	Lodging	128.60	<a href="#">View</a>
2024-06-03	Office supplies	Supplies	24.30	<a href="#">View</a>
<strong>Total</strong>			<strong>207.05</strong>	