

# Client Meeting Expense Statement Form

The **client meeting expense statement form sample** is designed to accurately capture all costs incurred during client interactions. It helps in maintaining transparent financial records and simplifies reimbursement processes. Utilizing this form ensures efficient tracking and reporting of meeting-related expenses.

## Meeting Details

Date of Meeting		Location	
Client Name		Meeting Purpose	
Attendees	List names		

## Expense Details

Date	Expense Type	Description	Amount (USD)
	e.g. Meal, Travel		
Total			

## Additional Notes

Add any relevant information here

Prepared By		Date	
Approved By		Date	