

Expense Report

Date: [Insert Date]

To: [Client's Name]

From: [Your Name]

Subject: Expense Report for Recent Client Meetings

Summary of Expenses

Date	Description	Amount
[Insert Date]	[Description of Meeting 1]	[Amount]
[Insert Date]	[Description of Meeting 2]	[Amount]
[Insert Date]	[Description of Meeting 3]	[Amount]

Total Expenses: [Total Amount]

Attached are the receipts for the mentioned expenses. Should you have any questions, please feel free to reach out.

Thank you!

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]