

# Expense Report

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Department: [Your Department]

Subject: Expense Report for Office Supplies

## Summary of Expenses

Item Description	Quantity	Unit Price	Total Cost
[Item 1 Description]	[Quantity]	[Unit Price]	[Total Cost]
[Item 2 Description]	[Quantity]	[Unit Price]	[Total Cost]

## Total Amount

Total Expenses: [Total Amount]

## Justification

[Provide a brief justification for the expenses incurred, e.g., necessity for projects, team usage, etc.]

## Attachments

Please find attached the receipts for the above expenses.

Thank you for considering this report. I look forward to your approval.

Sincerely,

[Your Name]

[Your Job Title]

[Contact Information]