













MONTHLY EXPENSE REPORT - Walden Gerris Advertising

PAY PERIOD: 09.15.2024 - 09.30.2024

EMPLOYEE NAME:	Melanie Rodrigues	DEPARTMENT:	Sales
EMPLOYEE ID:	#89183901	MANAGER:	Janet Brooks

DATE	DESCRIPTION	AIR / TRANS	LODGING	PURL.	MEALS	ENTERTAINMENT	OTHER	TOTAL
09.16.2024	Tech Conference in Seattle	\$230.00	\$300.00	\$60.00	\$180.00	\$60.00		\$830.00
09.21.2024	Client Meeting			\$20.00	\$110.00			\$130.00
09.28.2024	Client Meeting			\$15.00	\$130.00	-		\$145.00
09.28.2024	Sales Strategy Course						\$140.00	\$140.00
SUSTOTAL								\$1,245.00
ADVANCES								\$400.00

Please attach all receipts of expenses.

*DESCRIPTION OF 'OTHER' EXPENSES:

REIMBURSEMENT

09.28.2021 (\$140.00) - An online sales strategy course with a framework for improved conversions, and better lead nurturing.

How To Create An Expense Report

Scott Roberts, Hagen Green

How To Create An Expense Report:

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