

TRAVEL EXPENSES

Name	John Doe	Department	R&D
Email	John.doe@notarealemail.com	Approved by	Jane Doe
Employee ID	1234567	Purpose	Sales

TRIPS

Start Date	End Date	Destination	Description
03/17/2023	03/20/2023	Toronto, ON, Canada	Visit production site to monitor progress
05/01/2023	05/02/2023	Boston, MA, USA	Meeting with client to demonstrate prototype
06/07/2023	06/08/2023	Toronto, ON, Canada	Deal with production delays
08/19/2023	08/24/2023	Miami, FL, USA	Sales Conference

EXPENSES

Category	Dates	Details	Amount
Travel	03/17/2023 - 03/20/2023	Flight to Toronto, ON, Canada	\$500.00
Accommodation	03/17/2023 - 03/20/2023	Hotel stay in Toronto	\$300.50
Transportation	03/17/2023 - 03/20/2023	Taxi fares	\$102.25
Meals	03/17/2023 - 03/20/2023	Dining expenses	\$205.75
Travel	05/01/2023 - 05/02/2023	Flight to Boston, MA, USA	\$400.75
Accommodation	05/01/2023 - 05/02/2023	Airbnb in Boston	\$150.20
Transportation	05/01/2023 - 05/02/2023	Public transport	\$55.80
Meals	05/01/2023 - 05/02/2023	Lunch with client	\$101.45
Travel	06/07/2023 - 06/08/2023	Flight to Toronto, ON, Canada	\$450.25
Accommodation	06/07/2023 - 06/08/2023	Hotel stay in Toronto	\$252.90
Transportation	06/07/2023 - 06/08/2023	Rental car	\$87.60
Meals	06/07/2023 - 06/08/2023	Dinner at a restaurant	\$128.75
Travel	08/19/2023 - 08/24/2023	Flight to Miami, FL, USA	\$600.35
Accommodation	08/19/2023 - 08/24/2023	Hotel stay in Miami	\$400.80
Transportation	08/19/2023 - 08/24/2023	Shuttle service	\$52.00
Meals	08/19/2023 - 08/24/2023	Conference meals	\$252.45
Subtotal			\$4041.80
Less amount paid by company			\$3055.75
Total amount owing to employee			\$986.05

John Doe

[Signature]

04/01/2024

[Date]