

Conference Expense Breakdown Document

Conference Details

Conference Name	International Business Conference 2024
Date	March 22-25, 2024
Location	Berlin, Germany
Attendee	Jane Doe

Expense Breakdown

Description	Date	Amount (EUR)	Notes
Conference Registration Fee	01/03/2024	350.00	Early bird registration
Airfare	15/03/2024	420.00	Round trip
Accommodation	22-25/03/2024	320.00	Hotel, 3 nights
Local Transportation	22-25/03/2024	45.00	Taxi, public transport
Meals	22-25/03/2024	90.00	Daily allowance
Total		1,225.00	

Important Notes

- Attach all supporting receipts and invoices for claimed expenses.
- Ensure all expenses comply with the organization's travel policy.
- Itemize each expense with clear descriptions and accurate dates.
- Totals should be double-checked for accuracy before submission.
- Submit this document promptly for reimbursement processing.