

Detailed Business Trip Expense Statement

Name: Emily Taylor
Employee ID: 004128
Department: Product Development
Date Submitted: 2024-06-10
Trip Purpose: Client Pitch Meeting
Destination: Chicago, IL
Start Date: 2024-06-02
End Date: 2024-06-05

Expense Details

Date	Expense Category	Description	Amount (USD)	Receipt Attached
2024-06-02	Transport	Flight ticket (NYC to Chicago)	220.00	Yes
2024-06-02	Meals	Dinner at O'Hare Airport	32.50	Yes
2024-06-03	Accommodation	Hotel stay (1 night)	180.00	Yes
2024-06-03	Transport	Taxi to client office	18.75	Yes
2024-06-03	Meals	Lunch with team	27.00	Yes
2024-06-04	Accommodation	Hotel stay (1 night)	180.00	Yes
2024-06-04	Other	Presentation materials printing	15.80	Yes
2024-06-05	Transport	Taxi to airport	20.10	Yes
2024-06-05	Transport	Flight ticket (Chicago to NYC)	215.00	Yes
Total: 909.15				

Employee Signature:

Date:

Supervisor Approval:

Date:

Finance Review:

Date:

Important Notes

- Attach all valid supporting receipts to ensure expense reimbursements.
- Submit this form promptly after completing your trip.
- Expenses must comply with company travel and expense policies.
- Obtain required approvals before final submission to finance department.
- False or unsubstantiated claims may lead to disciplinary action.