

Itemized Travel Expense Report

Employee Name:

Jane Doe

Employee ID:

001245

Department:

Sales

Report Date:

2024-06-18

Trip Purpose:

Client Meeting in New York

Trip Dates:

2024-06-10 to 2024-06-12

Destination:

New York, NY

Expense Breakdown

Date	Description	Category	Amount (USD)	Receipt Attached
2024-06-10	Flight Ticket	Transportation	350.00	Yes
2024-06-10	Taxi from Airport	Transportation	48.00	Yes
2024-06-10	Hotel	Lodging	320.00	Yes
2024-06-11	Business Lunch	Meals	28.50	Yes
2024-06-12	Taxi to Airport	Transportation	52.00	Yes
2024-06-12	Flight Ticket (Return)	Transportation	355.00	Yes
Total			853.50	

Employee Signature / Date

Supervisor Approval / Date

- All expenses must be accompanied by valid receipts for reimbursement.
- Only business-related expenses incurred during the approved travel period may be claimed.
- Please ensure accurate and itemized entries for each expense reported.
- Review company travel policy for allowable and non-reimbursable expenses.
- Supervisor approval is required before reimbursement is processed.