

# 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
<strong>Total</strong>			<strong>853.50</strong>	

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.