

Reimbursable Travel Expense Documentation

Employee & Trip Details

Employee Name	Jane Doe	Department	Finance
Employee ID	12457	Supervisor	John Smith
Travel Purpose	Annual Financial Conference Attendance		
Travel Dates	2024-05-14 to 2024-05-17	Destination	New York, NY

Expense Summary

Date	Expense Type	Description	Amount (USD)	Receipt Attached
2024-05-14	Flight	Round-trip airfare	450.00	Yes
2024-05-14	Hotel	3 nights lodging	600.00	Yes
2024-05-15	Meals	Lunch & Dinner	68.00	Yes
2024-05-16	Meals	Breakfast, Lunch & Dinner	90.00	Yes
2024-05-17	Taxi	Airport to hotel and return	80.00	Yes
Total			1,288.00	

Employee Certification

I hereby certify that the above expenses were incurred by me while on official business, are accurate, and comply with our organization’s expense policy.

Employee Signature	_____	Date	_____
Supervisor Approval	_____	Date	_____

Important Notes

- Receipts must be attached for all expenses, except for per diem amounts where allowed.
- Claims must be submitted within 30 days of trip completion.
- All expenses are subject to review and approval by management.
- Ensure compliance with the company travel and reimbursement policy.