

Formal Expense Justification Statement

Date:

2024-06-28

Submitted by:

Jane Doe

Department:

Operations

Expense Category:

Travel & Accommodation

Description of Expense

The expense covers travel and accommodations for attending the Annual Operations Conference held in Cityville from June 17 to June 20, 2024. This includes round-trip airfare, hotel lodging, local transportation, and daily meal allowances.

Purpose and Justification

Attendance at the conference is essential for keeping our team updated with the latest best practices and industry standards. Participation allows for networking with peers, learning about innovative operational approaches, and sharing knowledge that directly supports the department's strategic goals. The requested funds are strictly allocated for professional development and will enhance team performance and efficiency.

Expense Breakdown

Airfare: \$400

Hotel: \$600

Local Transportation: \$150

Meals: \$120

Total Requested: \$1,270

Approver's Name

John Smith

Important Notes

- A formal expense justification should include clear and concise explanations for each expense.
- Always attach relevant supporting documents such as receipts or itineraries.
- Ensure all expenses are directly related to organizational objectives or project requirements.
- Review company or institutional policies regarding allowable costs before submission.
- Obtain necessary approvals prior to incurring or submitting the expense.