

Travel Expense Summary Documentation

Employee & Trip Details

Employee Name:
John Doe
Employee ID:
EMP12345
Department:
Sales
Trip Purpose:
Client Meeting
Destination:
New York, USA
Trip Dates:
2024-05-10 to 2024-05-14

Expense Breakdown

Date	Category	Description	Amount (USD)
2024-05-10	Flight	Round trip ticket	500
2024-05-10	Accommodation	Hotel (4 nights)	600
2024-05-11	Meals	Business lunch	45
2024-05-12	Transport	Taxi to client site	30
2024-05-13	Meals	Dinner with client	60
Total			1235

Supporting Documents

- Flight receipt
- Hotel invoice
- Taxi receipt
- Meal receipts

Important Notes:

- All expenses must be accompanied by original and valid receipts.
- Submit documentation within the required timeframe as per company policy.
- Ensure expenses comply with corporate travel and reimbursement guidelines.
- Attach a clear summary and all supporting documents for faster processing.
- Provide brief explanations for any unusual or exceptional expenses.