Sample CSV File: Bulk Travel Expense Data Upload

Filename example: `travel_expenses_bulk_upload.csv`

Required CSV Format

Employee ID	Employee Name	Trip Date	Destination	Purpose	Expense Type	Amount	Currency	Remarks
EMP1001	Jane Doe	2024-05-10	New York	Conference	Flight	425.30	USD	Delta Airlines
EMP1002	John Smith	2024-05-12	Boston	Meeting	Hotel	215.50	USD	2 nights stay
EMP1001	Jane Doe	2024-05-11	New York	Conference	Meal	30.00	USD	Dinner

CSV Example (raw text):

```
Employee ID,Employee Name,Trip Date,Destination,Purpose,Expense Type,Amount,Currency,Remarks
EMP1001,Jane Doe,2024-05-10,New York,Conference,Flight,425.30,USD,Delta Airlines
EMP1002,John Smith,2024-05-12,Boston,Meeting,Hotel,215.50,USD,2 nights stay
EMP1001,Jane Doe,2024-05-11,New York,Conference,Meal,30.00,USD,Dinner
```

Important Notes

- Ensure the first row contains the exact column headers as shown above.
- All date fields must follow the `YYYY-MM-DD` format.
- Currency values should be specified using standard codes (e.g., `USD`, `EUR`).
- Do not leave blank rows between records.
- Leading and trailing spaces in fields should be avoided.
- This format is for bulk uploads; individual expense validation happens after upload.