

Itemized Travel Expense Log

Date								
Description								
Category								
Payment Method								
Amount								
Currency								
Receipt Attached								
Notes								

2024-06-01	Flight to New York	Transportation	Credit Card	350.00	USD	Yes	Booking ref: AA1234	
2024-06-01	Taxi to hotel	Transportation	Cash	45.00	USD	No	N/A	
2024-06-01	Dinner at Joe's Diner	Meals	Credit Card	28.75	USD	Yes	Client meeting	
2024-06-02	Hotel Accommodation	Lodging	Credit Card	180.00	USD	Yes	1 night	
2024-06-02	Conference Registration	Other	Credit Card	120.00	USD	Yes	Invoice #5678	
					723.75	USD	Total	

Important Notes

- Attach receipts for all expenses where possible to support claims.
- Ensure each expense is categorized and includes a clear, concise description.
- Double-check totals and currency used for accurate reimbursement.
- If no receipt is available, provide additional explanation in the notes column.
- Submit the log promptly according to your organization’s travel policy.