

Collaborative Travel Expense Tracker

Trip: Tokyo Team Offsite - March 2024

Date	Description	Category	Paid By	Amount (USD)	Shared With	Notes
2024-03-08	Airport Taxi	Transport	Alice	58.00	Alice, Bob, Emma	From airport to hotel
2024-03-09	Dinner	Food	Bob	96.00	All team	Team dinner at Izakaya
2024-03-10	Museum Tickets	Activities	Emma	45.00	Bob, Emma	City Museum admission
2024-03-10	Coffee Break	Food	Chris	18.00	All team	Afternoon coffee
2024-03-11	Hotel	Accommodation	Bob	340.00	Bob, Emma	2 nights, twin room
Total				557.00		

Important Notes:

- Maintain up-to-date, accurate entries to ensure clear cost-sharing and reimbursement.
- Clearly state who paid and who shared each expense for easy settlement at tripâ€™s end.
- Keep receipts when possible for record-keeping and company policies.
- This tracker is best used collaboratively in Google Sheets or similar platforms for real-time edits.
- Summaries or individual calculations (e.g. how much each person owes) can be automated by using formulas.