

Digital Travel Expense Summary

Exported from Mobile App

Date Exported: 2024-06-15

Name

Jordan Lee

Employee ID

EMP-2048

Department

Sales & Marketing

Trip Dates

2024-06-02 – 2024-06-07

Destination

Singapore

Purpose

Client Meeting & Expo

Expense Details

Date	Category	Description	Amount (SGD)
2024-06-02	Flight	Round trip airfare	750.00
2024-06-02	Transport	Airport taxi to hotel	35.00
2024-06-03	Meals	Lunch with client	42.50
2024-06-04	Accommodation	Hotel (2 nights)	360.00
2024-06-05	Conference	Expo entry ticket	120.00
2024-06-06	Transport	MRT and taxi	20.00
2024-06-07	Meals	Breakfast & Dinner	52.90
Total			1,380.40

Important Notes

- This summary is generated digitally and reflects data entered in the mobile app.
- Receipts and documents should be retained for audit or verification.
- Check company policy for allowable expenses before claiming reimbursement.
- Expenses are subject to review and approval by Finance.
- Contact HR or the Finance department for corrections or adjustments.