

# 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.