

# Travel Itinerary and Allowance Statement

Name: John Doe  
Employee ID: EMP-4567  
Department: Human Resources  
Travel Period: 12 Feb 2024 - 16 Feb 2024  
Purpose: HR Training & Conference  
Destination: New York City, NY

## Itinerary

| Date           | From          | To            | Mode of Transport | Remarks                                   |
|----------------|---------------|---------------|-------------------|---|
| 12 Feb 2024    | Los Angeles   | New York City | Flight            | Departure at 8:00 AM                      |
| 13-15 Feb 2024 | New York City | New York City | Cab/Walk          | Internal travel for training and meetings |
| 16 Feb 2024    | New York City | Los Angeles   | Flight            | Return at 6:00 PM                         |

## Allowance Statement

| Date             | Per Diem (\$) | Transport (\$) | Accommodation (\$) | Other (\$) | Total (\$) |
|------------------|---------------|----------------|--------------------|------------|------------|
| 12 Feb 2024      | 50            | 25             | 120                | 10         | 205        |
| 13 Feb 2024      | 50            | 15             | 120                | 0          | 185        |
| 14 Feb 2024      | 50            | 15             | 120                | 0          | 185        |
| 15 Feb 2024      | 50            | 15             | 120                | 0          | 185        |
| 16 Feb 2024      | 50            | 25             | 0                  | 10         | 85         |
| Grand Total (\$) |               |                |                    |            | 845        |

## Important Notes

- This document serves as both the itinerary and expense claim for official travel.
- Receipts should be attached for all reimbursable costs except per diem.
- All claims must adhere to company travel and allowance policies.
- Falsified entries may result in disciplinary action.
- Submit the completed form to HR within 5 days after return.