

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.