

Travel Expense Reimbursement Receipt

Name:	Jane Doe	Employee ID:	EMP-1024
Department:	Marketing	Date Submitted:	2024-06-07
Purpose of Travel:	Attend ABC Marketing Conference		
Travel Dates:	2024-06-02 to 2024-06-05		
Destination:	Chicago, IL		

Expense Details

Date	Description	Category	Amount (USD)	Receipt No.
2024-06-02	Flight Ticket	Transportation	350.00	#2012
2024-06-03	Hotel Stay	Accommodation	420.00	#2013
2024-06-03	Taxi to Venue	Local Transport	20.00	#2014
2024-06-04	Meals (Lunch)	Meals	18.50	#2015
2024-06-04	Conference Registration	Registration	200.00	#2016
Total: 1008.50				

Employee Signature:

Date: _____

Approver Signature:

Date: _____

Important Notes

- Attach all relevant original receipts to support each expense listed above.
- Ensure each item is in compliance with company travel policy before submission.
- Incomplete or incorrect forms may result in delayed reimbursement.
- This receipt serves as an official document for accounting and auditing purposes.
- Maintain copies of all submissions for your own records.