Conference & Seminar Travel Receipt

Date of Issue: **June 14, 2024**

Attendee Information

Name	Jane Doe
Designation	Associate Professor
Department	Computer Science
Institution	ABC University

Conference/Seminar Details

Title	International Conference on Emerging Technologies 2024
Organizer	Global Tech Events
Venue	Los Angeles Convention Center, CA, USA
Conference Dates	June 7-10, 2024

Travel & Expense Details

Description	Date	Amount (USD)	Remarks
Airfare	June 6, 2024	550.00	Round-trip ticket
Hotel Accommodation	June 7-10, 2024	480.00	3 nights
Conference Registration	June 7, 2024	300.00	Early bird
Local Transportation	June 7-10, 2024	60.00	Taxi and shuttle
Meals	June 7-10, 2024	90.00	
Total		**1,480.00**	

_____

Attendee Signature

(Jane Doe)

_____

Authorized By

(Finance/Approver)

Date: June 14, 2024

Important Notes

- Original receipts for all expenses should be attached to this document.
- Ensure all amounts are accurate and supported by valid documentation.
- This receipt may be required for reimbursement or audit purposes.

- Non-business related expenses should not be included.
- Submit promptly, as per institution or funding agency guidelines.