

Corporate Travel Reimbursement Receipt

Employee Name:	John Doe	Employee ID:	EMP123456
Department:	Sales & Marketing	Date Submitted:	2024-06-14
Trip Purpose:	Business Meeting with Client - Acme Corp.		
Travel Period:	2024-06-01 to 2024-06-03	Destination:	San Francisco, CA

Expense Details

Date	Description	Category	Receipt #	Amount (USD)
2024-06-01	Flight Ticket	Transportation	FT-90877	350.00
2024-06-01	Hotel Accommodation	Lodging	HT-34521	420.00
2024-06-02	Meals	Food	ML-1244	68.00
2024-06-02	Taxi	Local Transport	TX-3311	32.00

Total Amount 870.00

Employee Signature

Supervisor Approval

Important Notes:

- This receipt must be submitted with original supporting documents or scanned copies.
- All expenses should comply with the company's travel reimbursement policy.
- Incomplete forms or missing receipts may cause reimbursement delays.
- Approval from your supervisor is required for reimbursement processing.
- Keep copies of all documents for your personal records.