

Itemized Business Travel Receipt

Receipt No.: BT-2024-0517
Date of Issue: 2024-06-15
Employee Name: John Doe
Department: Sales
Business Purpose: Client Meeting - XYZ Corporation
Travel Dates: 2024-06-10 to 2024-06-13
Destination: New York City, NY

Date	Description	Reference	Amount (USD)
2024-06-10	Flight: Chicago - New York	Ticket #XZ1345	350.00
2024-06-10	Taxi to Hotel	Receipt #10082	42.00
2024-06-10	Hotel Accommodation (3 nights)	Marriott, Inv #55291	589.00
2024-06-11	Business Lunch	Receipt #B895	63.50
2024-06-12	Client Meeting Room Rental	Invoice #RM8219	120.00
2024-06-13	Taxi to Airport	Receipt #10127	38.00
2024-06-13	Flight: New York - Chicago	Ticket #XZ1346	340.00

Subtotal: 1,542.50
Tax: 45.00
Total: 1,587.50

Important Notes

- All expenses must be supported by original receipts and relevant documentation.
- Each entry should clearly state the date, description, and amount.
- Business purpose and destination must be specified for audit compliance.
- This receipt should be signed and approved by the department manager.
- Retain copies of this receipt and all attachments for company records.