

# Travel Expense Statement

Date:

2024-06-05

Employee Name

John Doe

Department

Finance

Purpose of Travel

Client Meeting

Travel From

City A

Travel To

City B

Duration (Days)

3

## Expense Details

Date	Expense Description	Category	Amount (USD)
2024-06-02	Flight Ticket	Transportation	320.00
2024-06-02	Hotel Accommodation	Lodging	180.00
2024-06-03	Meals	Meals	45.00
2024-06-04	Taxi (airport to hotel)	Transportation	35.00
2024-06-04	Printing documents	Miscellaneous	10.00
Total			590.00

## Remarks

All receipts are attached with this statement.

Prepared by

Date

Approved by

Date

### **Important Notes**

- All claimed expenses must be supported by valid receipts and documentation.
- Unauthorized or non-business travel expenses should not be included.
- This statement should be submitted promptly after completion of travel.
- Ensure ledger codes/categories are assigned accurately for recording.
- Obtain necessary approvals before submission to accounting.