

Expense-Centric Business Travel Report

Employee Name:

John Doe

Department:

Sales

Report Period:

April 3, 2024 - April 7, 2024

Purpose of Travel:

Client meetings and product presentations in New York

Detailed Expense Summary

Date	Expense Category	Description	Amount (USD)
2024-04-03	Transport	Flight to New York	350.00
2024-04-03	Accommodation	Hotel check-in (3 nights)	450.00
2024-04-04	Meals	Business lunch with client	68.00
2024-04-05	Local Transport	Taxi ride to client office	22.00
2024-04-06	Miscellaneous	Printing materials for presentation	15.00
2024-04-07	Transport	Flight back to home city	350.00
Total			1,255.00

Supporting Remarks

All receipts are attached. Expenses are within company policy and pre-approved budget. No personal expenses included.

Important Notes

- Ensure that all expenses are accompanied by valid and itemized receipts.
- Categorize expenses accurately for clear audit trail and accountability.
- All reported amounts must comply with company travel and expense policies.
- Highlight any exceptions or policy deviations with an explanation.
- Obtain required pre-approvals before incurring significant or unusual expenses.