

Consolidated Airfare Expense Report

Report No.: AF2024-0035

Date: 2024-06-15

Prepared By: Jordan Lee

Department: Finance & Administration

Period Covered: June 1, 2024 - June 14, 2024

Total Trips: 6

Airfare Expense Details

Traveler Name	Employee ID	Trip Purpose	Route	Flight Date	Airline	Ticket No.	Amount (USD)
Alexandra Smith	EMP-1021	Client Meeting	NYC → LAX	2024-06-02	Delta	DL45891234	540.00
Kevin Wu	EMP-1077	Conference	SFO → ORD	2024-06-04	United	UA39582145	375.50
Sasha Ahmed	EMP-1056	Market Research	SEA → DEN	2024-06-07	Alaska	AS1458874	220.00
Michael Lee	EMP-1122	Training	LAX → ATL	2024-06-09	Delta	DL45891267	410.00
Karen Chen	EMP-1098	Project Kick-off	ORD → MIA	2024-06-11	American	AA8473129	460.00
Edwin Garcia	EMP-1044	Client Visit	MIA → NYC	2024-06-13	JetBlue	JB9805214	295.00
							Total 2,300.50

Important Notes:

- Ensure all attached receipts match the listed ticket numbers and amounts.
- Only official, pre-approved trips are eligible for reimbursement.
- Airfare booked outside of approved channels may not be reimbursed.
- Discrepancies should be reported to the Finance Department within 10 business days.
- All expenses must align with the company's travel policy.