

# Consolidated Airfare Expense Report

**Report No.:** AF2024-0035  
**Prepared By:** Jordan Lee  
**Period Covered:** June 1, 2024 - June 14, 2024

**Date:** 2024-06-15  
**Department:** Finance & Administration  
**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 â†’ LAX	2024-06-02	Delta	DL45891234	540.00
Kevin Wu	EMP-1077	Conference	SFO â†’ ORD	2024-06-04	United	UA39582145	375.50
Sasha Ahmed	EMP-1056	Market Research	SEA â†’ DEN	2024-06-07	Alaska	AS1458874	220.00
Michael Lee	EMP-1122	Training	LAX â†’ ATL	2024-06-09	Delta	DL45891267	410.00
Karen Chen	EMP-1098	Project Kick-off	ORD â†’ MIA	2024-06-11	American	AA8473129	460.00
Edwin Garcia	EMP-1044	Client Visit	MIA â†’ 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.