

Detailed Business Travel Expense Log

Employee Name:

Jane Doe

Employee ID:

EMP-0498

Department:

Sales

Period of Travel:

2024-06-10 to 2024-06-14

Destination:

New York City, NY

Purpose:

Client Meetings & Conference

Expense Details

Date	Category	Description	Payment Method	Amount (USD)	Receipt Attached
2024-06-10	Transportation	Flight to NYC	Company Card	420.00	Yes
2024-06-10	Meals	Dinner w/ Clients	Personal	56.25	Yes
2024-06-11	Accommodation	Hotel Night 1	Company Card	185.00	Yes
2024-06-12	Local Transport	Taxi - Office to Conference	Personal	19.80	Yes
2024-06-13	Meals	Lunch (Conference Center)	Company Card	22.50	No
2024-06-14	Accommodation	Hotel Night 4	Company Card	190.00	Yes
2024-06-14	Transportation	Return Flight	Company Card	395.00	Yes

Total Amount:

\$1,288.55

Employee Signature:

Date:

Important Notes

- Attach all available receipts for each claimable expense.
- Accurately categorize and describe each expense item.
- Expense reports should be submitted within the company's policy deadline.
- Personal expenses are not reimbursable and must be clearly separated.

- Ensure all entries comply with company travel and expense guidelines.