

# 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.