

Itemized Travel Expense Statement

Name of Employee:

John Doe

Employee ID:

EMP01234

Department:

Marketing

Contact Number:

+1 555-123-4567

Purpose of Trip:

Attend Annual Marketing Conference

Destination:

Chicago, IL

Travel Period:

May 10, 2024 – May 13, 2024

Date of Statement:

May 15, 2024

Expense Details

Date	Category	Description	Amount
May 10, 2024	Transportation	Airfare (round trip ticket)	\$350.00
May 10, 2024	Accommodation	Hotel stay (3 nights)	\$450.00
May 11, 2024	Meals	Lunch and dinner (conference)	\$70.00
May 12, 2024	Local Travel	Taxi from hotel to venue	\$25.00
May 13, 2024	Miscellaneous	Packing materials for conference booth	\$30.00
			Total \$925.00

Certification

I certify that the expenses claimed above were incurred by me for official business purposes and are in accordance with company policy.

Signature of Employee

Date: _____

Approved By

Date: _____

Important Notes

- Attach original receipts for all listed expenses whenever possible.
- Ensure expenses comply with company travel and reimbursement policy.
- Clearly categorize each expense and provide concise descriptions.

- Statements without required documentation may be delayed or rejected.
- Submit your completed statement within the specified time frame after travel.