

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.