

Accommodation Expenses

1. Purpose

To provide guidelines and documentation format for claiming accommodation expenses incurred during official business travel or assignments.

2. Scope

This subsection applies to all employees and personnel submitting claims for overnight accommodation related to business activities.

3. Eligible Expenses

- Hotel or lodging costs (room rate only)
- Mandatory government taxes and service charges
- Receipts must be attached for all claims

4. EXPENSE CLAIM TABLE

Date	Hotel/Lodging Name	Location/City	No. of Nights	Amount (USD)	Receipt Attached	Remarks
2024-05-02	Sunrise Hotel	New York	2	400.00	Yes	Company seminar
2024-05-12	Green Stay Inn	Boston	1	150.00	Yes	Client meeting

5. Declaration

I hereby declare that the information provided above is accurate and the expenses claimed are in accordance with company policy.

Name:	
Employee ID:	
Date:	
Signature:	

IMPORTANT NOTES

- All claims must be supported with original receipts or valid digital copies.
- Expenses that are not directly related to company business will not be reimbursed.
- Personal expenses (e.g., minibar, entertainment, laundry) are not claimable.
- Claims submitted without a declaration or incomplete documentation may be rejected.