

# 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.