

Transportation Expenses

Subsection: Expense Details

Date	From	To	Mode of Transport	Purpose	Amount
2024-05-11	Main Office	Client Site	Taxi	Client Meeting	\$18.50
2024-05-12	Hotel	Airport	Ride Share	Return Trip	\$28.00
2024-05-13	Office	Supplier Warehouse	Public Bus	Supply Pickup	\$3.25

Summary

Total Transportation Expenses	\$49.75
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Important Notes

- Original receipts must be attached to the reimbursement form.
- All expenses should be related to company business and specify their purpose.
- Personal trips or detours are not reimbursable.
- Expense reports must be submitted within 30 days of travel.
- Incomplete information may result in delayed processing.