

Detailed Fare Expense Report

Employee Name: John Doe

Department: Sales

Employee ID: 123456

Report Period: 2024-06-01 to 2024-06-07

Date Submitted: 2024-06-08

Fare Expense Details

Date	From	To	Mode of Transport	Purpose	Fare (USD)	Receipt No.	Remarks
2024-06-01	Main Office	Client Site A	Taxi	Client Meeting	25.00	TX2031	-
2024-06-03	Hotel	Exhibition Hall	Bus	Trade Expo	4.50	BS1187	-
2024-06-05	Exhibition Hall	Main Office	Train	Return from Event	15.00	TR0912	Peak hour rate
					Total: 44.50		

Approval

Prepared by: _____ Date: _____

Reviewed/Approved by: _____ Date: _____

Important Notes

- Ensure all receipts are properly attached or referenced for each listed fare expense.
- Provide clear explanations for purposes and remarks, especially for unusual expenses.
- Submit the report in a timely manner as per company policy for reimbursement.
- Incomplete or inaccurate information may delay approval and reimbursement.
- Retain original receipts for audit or compliance if required by company policy.