

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.