

## CONTOSO ENTERPRISES Finance Department EXPENSE REPORT

Report Information: Report ID: EXP-2026-Q1-0234 Submitted By: Alex Rivera, Sales Director Department: Sales - Enterprise Accounts Cost Center: SALES-2026-Q1 Submission Date: January 18, 2026 Status: Pending Approval

Trip Details: Purpose: Annual contract renewal meeting with Northwind Traders Destination: New York City, NY Travel Dates: January 10-12, 2026 Client Contact: Maria Santos, VP Procurement, Northwind Traders

### Itemized Expenses:

1. Airfare Description: Round-trip flight SEA to JFK (Alaska Airlines) Date: January 10, 2026 Amount: \$487.00 Receipt: RCPT-001.pdf
2. Hotel Description: Marriott Marquis Times Square - 2 nights Dates: January 10-12, 2026 Amount: \$678.00 (\$339.00/night) Receipt: RCPT-002.pdf
3. Client Dinner Description: Business dinner at Nobu (4 attendees) Date: January 11, 2026 Amount: \$342.50 Attendees: Alex Rivera, Maria Santos, Tom Bradley, Jennifer Liu Receipt: RCPT-003.pdf
4. Ground Transportation Description: Taxi and Uber rides (airport transfers, client site) Dates: January 10-12, 2026 Amount: \$156.75 Receipts: RCPT-004a.pdf, RCPT-004b.pdf, RCPT-004c.pdf
5. Conference Registration Description: Industry Sales Summit - Day Pass Date: January 12, 2026 Amount: \$250.00 Receipt: RCPT-005.pdf
6. Meals (Per Diem) Description: Breakfast and lunch (3 days) Dates: January 10-12, 2026 Amount: \$135.00 (\$45.00/day)

Summary: Subtotal: \$2,049.25 Company Card Used: \$1,165.00 (airfare + hotel)  
Personal Reimbursement Required: \$884.25 Total Expense: \$2,049.25

Approval Chain: 1. Direct Manager: Sarah Kim, SVP Sales - PENDING 2. Finance Review: Required (amount > \$1,500) 3. Final Approver: CFO Jennifer Walsh (if > \$2,000)

Policy Compliance Notes: - Hotel rate within NYC per-diem limit (\$375/night)  
- Client dinner within entertainment policy (\$100/person) - All receipts attached  
- Trip pre-approved (PA-2026-0089)