

# Employee Expense Report



**Reason:** HR Technical Conference 2023  
**Duration:** 3 days, 2 nights  
**Description:** Attended the HR Technical conference to build industry knowledge and network with cutting-edge tech professionals

**Submitted By:** Emily Collins  
**Department:** HR  
**Date:** 04/15/2023

EXPENSE	DESCRIPTION	DATE	CATEGORY	MERCHANT	AMOUNT
Lunch	Breakfast (not meeting)	04/15/2023	Food	Spicy's Restaurant	\$10.00
Flight	Flight to destination	04/15/2023	Travel	Expedia	\$200.00
Hotel	Nights in hotel	04/15/2023	Accommodation	Clayton Hotel	\$180.00
Rental	1-day car rental	04/15/2023	Travel	Auto-Plex	\$25.00
Dinner	Dinner meal	04/15/2023	Food	Buddha's Blessing	\$6.00
Lunch	Dinner meal	04/16/2023	Food	Green Delights	\$12.00
Dinner	Dinner meal	04/16/2023	Food	Artisanal Pub	\$18.00
				TOTAL EXPENSES	\$391.00