

Business Trip Expense Form

Alliance IT Consultancy Pte Ltd

10 Raffles Tower 1 #12-01 Singapore 234567

Quarter: Ending Sep 2023
Project ID: BKK-09-99

Consultant

Consultant ID: 7890
Consultant Name: Jane Soh

Item	Description	No of Days	Rate per Day	Amount
1	Country 1	5	\$ 60.00	\$ 300.00
2	Country 2	4	\$ 70.00	\$ 280.00
	Total No of Days:	9		
			Total Amount:	\$ 580.00