

Business Trip Expense Form

Alliance IT Consultancy Pte Ltd

10 Raffles Tower 1 #12-01 Singapore 234567

Quarter: Ending Sep 2023  
Project ID: DWH-09-23

Consultant

Consultant ID: 3456
Consultant Name: Max Tan

Item	Description	No of Days	Rate per Day	Amount
1	Country 1	10	\$ 70.00	\$ 700.00
2	Country 2	5	\$ 80.00	\$ 400.00
3	Country 3	7	\$ 80.00	\$ 560.00
4	Country 4	4	\$ 60.00	\$ 240.00
	Total No of Days:	26		
			Total Amount:	\$ 1,900.00