

Business Trip Expense Form

Alliance IT Consultancy Pte Ltd

10 Raffles Tower 1 #12-01 Singapore 234567

Quarter: Ending Sep 2023  
Project ID: RPA-09-78

Consultant

Consultant ID: 5678  
Consultant Name: Lee Wei Min

Item	Description	No of Days	Rate per Day	Amount
1	Country 1	8	\$ 80.00	\$ 640.00
2	Country 2	7	\$ 60.00	\$ 420.00
3	Country 3	4	\$ 50.00	\$ 200.00
	Total No of Days:	19		
			Total Amount:	\$ 1,260.00