

Expense Report

All entries in Philippine Peso (Php)  
Foreign Travel (please fill out a separate expense report for each FX currency)

Currency Type Php Enter currency type  
Exchange Rate Enter rate based on guidelines

Employee Name : Jerry P. Matda Jr.  
Dept. Number : ATS-PH  
Travel Authorization (TA) Number : ATSPH-182

Date Submitted : 04/09/2024  
Period : 04/01/2024 - 04/04/2024  
Purpose : ATS-Ph, Clark Support, CS Inventory of parts

Date	Location (City)	Category	Airfare	Lodging, Hotels	Transportation (Taxi / Train / Car Rental)	Parking / Tolls / Gas / Mileage	Laundry (If travel is > 5 Days)	Telephone / Cell Phone / Internet	Breakfast	Lunch	Dinner	Misc. Per Diem	Business Meals and Entertainment (specify below)	Other - (specify below)	Total Expenses Incurred (USD)
01-Apr-24	Clark, Pampanga	Amount Info/Receipt			2,012.50 Please see Mileage info				250.00	400.00	600.00	250.00			3,512.50
02-Apr-24	Clark, Pampanga	Amount Info/Receipt							250.00	400.00	600.00	250.00			1,500.00
03-Apr-24	Clark, Pampanga	Amount Info/Receipt							250.00	400.00	600.00	250.00			1,500.00
04-Apr-24	Clark, Pampanga	Amount Info/Receipt			2,012.50 Please see Mileage info				250.00	400.00	600.00	250.00			3,512.50
Total			-	-	4,025.00	-	-	-	1,000.00	1,600.00	2,400.00	1,000.00	-	-	10,025.00

Details of Business (Biz) Meals and Entertainment				
Date	Amount	Receipt #	Company / Person	Purpose

Total of this page	10,025.00
Total from other pages	
Less: Cash Advanced	7,025.00
Less: Company Paid	0.00
NET Reimbursement to Employee	3,000

Details of Others (Micellaneous Expenses, No Receipts, etc.,)			
Date	Amount	Receipt #	Items
01-Apr-24	2,012.50	No Receipt	Mileage 161 km x 12.5
04-Apr-24	2,012.50	No Receipt	Mileage 161 km x 12.5

Transportation and Automobile Expenses - Details			
Date	Amount	Receipt #	Items

Approvals

Site Supervisor's Name / Signature Date

Manager's Name / Signature Date

AP Approval Date

Finance Signature Date

I certify that the above information is complete, true and in compliance with Company policy as known to me.

Employee Name and Signature Date

Date	Start	Destination	Total Mileage (km.)	Total Php. (x12.5)
01-Apr-24	Baguio City	Clark Office	161	2012.5
04-Apr-24	Clark Office	Baguio City	161	2012.5
			<b>PHP</b>	<b>4,025</b>

Start



Destination

