

Travel Expense Reimbursement Form

Claim ID:	EXP2025008	Employee Name:	Sandra Davis
Employee ID:	EMP004	Employee Level:	L1
Department:	Finance Department	Destination:	London, United Kingdom
Trip Start:	2024-09-10	Trip End:	2024-09-11
Nights:	2	Total Amount:	\$8626.62

Expense Details

No.	Date	City	Category	Amount(\$)	Description
1	2024-09-10	London	Accommodation	1349.12	London Hotel accommo...
2	2024-09-11	London	Accommodation	1354.83	London Hotel accommo...
3	2024-09-10	London	Meals	870.00	Meals expense
4	2024-09-11	London	Meals	809.19	Meals expense
5	2024-09-10	London	Transportation	286.32	Local city transport
6	2024-09-11	London	Transportation	625.00	Local city transport
7	2024-09-10	London	Communication	207.16	International roamin...
8	2024-09-11	London	Miscellaneous	3125.00	Training/materials/o...

Applicant Signature:		Application Date:	
Manager Signature:		Approval Date:	
Finance Audit Signature:		Audit Date:	

Invoice Details

Invoice #1 - Accommodation (2024-09-10)

Invoice Number:	INV5008001	Date:	2024-09-10
Vendor:	London Hotel	Amount:	\$1349.12
City:	London	Country:	United Kingdom
Category:	Accommodation	Tax Amount:	\$134.91
Description:	London hotel accommodation fee		

Invoice #2 - Accommodation (2024-09-11)

Invoice Number:	INV5008002	Date:	2024-09-11
Vendor:	London Hotel	Amount:	\$1354.83
City:	London	Country:	United Kingdom
Category:	Accommodation	Tax Amount:	\$135.48
Description:	London hotel accommodation fee		

Invoice #3 - Meals (2024-09-10)

Invoice Number:	INV5008003	Date:	2024-09-10
Vendor:	Restaurant	Amount:	\$870.00
City:	London	Country:	United Kingdom
Category:	Meals	Tax Amount:	\$69.60
Description:	Meals expense		

Invoice #4 - Meals (2024-09-11)

Invoice Number:	INV5008004	Date:	2024-09-11
Vendor:	Restaurant	Amount:	\$809.19
City:	London	Country:	United Kingdom
Category:	Meals	Tax Amount:	\$64.74
Description:	Meals expense		

Invoice #5 - Transportation (2024-09-10)

Invoice Number:	INV5008005	Date:	2024-09-10
Vendor:	Taxi/Transit	Amount:	\$286.32
City:	London	Country:	United Kingdom
Category:	Transportation	Tax Amount:	\$22.91
Description:	Local city transport		

Invoice #6 - Transportation (2024-09-11)

Invoice Number:	INV5008006	Date:	2024-09-11
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Vendor:	Taxi/Transit	Amount:	\$625.00
City:	London	Country:	United Kingdom
Category:	Transportation	Tax Amount:	\$50.00
Description:	Local city transport		

Invoice #7 - Communication (2024-09-10)

Invoice Number:	INV5008007	Date:	2024-09-10
Vendor:	Carrier	Amount:	\$207.16
City:	London	Country:	United Kingdom
Category:	Communication	Tax Amount:	\$20.72
Description:	International roaming		

Invoice #8 - Miscellaneous (2024-09-11)

Invoice Number:	INV5008008	Date:	2024-09-11
Vendor:	Vendor	Amount:	\$3125.00
City:	London	Country:	United Kingdom
Category:	Miscellaneous	Tax Amount:	\$250.00
Description:	Other expenses		