

Travel Expense Reimbursement Form

Claim ID:	EXP2025007	Employee Name:	Sandra Davis
Employee ID:	EMP004	Employee Level:	L1
Department:	Finance Department	Destination:	New York, United States
Trip Start:	2024-09-10	Trip End:	2024-09-12
Nights:	3	Total Amount:	\$8335.09

Expense Details

No.	Date	City	Category	Amount(\$)	Description
1	2024-09-10	New York	Accommodation	1372.41	New York Hotel accom...
2	2024-09-11	New York	Accommodation	1374.25	New York Hotel accom...
3	2024-09-12	New York	Accommodation	1719.74	New York Hotel accom...
4	2024-09-10	New York	Meals	370.29	Meals expense
5	2024-09-11	New York	Meals	725.00	Meals expense
6	2024-09-12	New York	Meals	604.54	Meals expense
7	2024-09-10	New York	Transportation	204.59	Local city transport
8	2024-09-11	New York	Transportation	310.53	Local city transport
9	2024-09-12	New York	Transportation	226.74	Local city transport
10	2024-09-10	New York	Communication	390.00	International roamin...
11	2024-09-12	New York	Miscellaneous	1037.00	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:	INV5007001	Date:	2024-09-10
Vendor:	New York Hotel	Amount:	\$1372.41

City:	New York	Country:	United States
Category:	Accommodation	Tax Amount:	\$137.24
Description:	New York hotel accommodation fee		

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

Invoice Number:	INV5007002	Date:	2024-09-11
Vendor:	New York Hotel	Amount:	\$1374.25
City:	New York	Country:	United States
Category:	Accommodation	Tax Amount:	\$137.43
Description:	New York hotel accommodation fee		

Invoice #3 - Accommodation (2024-09-12)

Invoice Number:	INV5007003	Date:	2024-09-12
Vendor:	New York Hotel	Amount:	\$1425.15
City:	New York	Country:	United States
Category:	Accommodation	Tax Amount:	\$142.52
Description:	New York hotel accommodation fee		

Invoice #4 - Meals (2024-09-10)

Invoice Number:	INV5007004	Date:	2024-09-10
Vendor:	Restaurant	Amount:	\$370.29
City:	New York	Country:	United States
Category:	Meals	Tax Amount:	\$29.62
Description:	Meals expense		

Invoice #5 - Meals (2024-09-11)

Invoice Number:	INV5007005	Date:	2024-09-11
Vendor:	Restaurant	Amount:	\$725.00
City:	New York	Country:	United States
Category:	Meals	Tax Amount:	\$58.00
Description:	Meals expense		

Invoice #6 - Meals (2024-09-12)

Invoice Number:	INV5007006	Date:	2024-09-12
Vendor:	Restaurant	Amount:	\$604.54
City:	New York	Country:	United States
Category:	Meals	Tax Amount:	\$48.36
Description:	Meals expense		

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

Invoice Number:	INV5007007	Date:	2024-09-10
Vendor:	Taxi/Transit	Amount:	\$204.59
City:	New York	Country:	United States
Category:	Transportation	Tax Amount:	\$16.37
Description:	Local city transport		

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

Invoice Number:	INV5007008	Date:	2024-09-11
Vendor:	Taxi/Transit	Amount:	\$310.53
City:	New York	Country:	United States
Category:	Transportation	Tax Amount:	\$24.84
Description:	Local city transport		

Invoice #9 - Transportation (2024-09-12)

Invoice Number:	INV5007009	Date:	2024-09-12
Vendor:	Taxi/Transit	Amount:	\$226.74
City:	New York	Country:	United States
Category:	Transportation	Tax Amount:	\$18.14
Description:	Local city transport		

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

Invoice Number:	INV5007010	Date:	2024-09-10
Vendor:	Carrier	Amount:	\$390.00

City:	New York	Country:	United States
Category:	Communication	Tax Amount:	\$39.00
Description:	International roaming		

Invoice #11 - Miscellaneous (2024-09-12)

Invoice Number:	INV5007011	Date:	2024-09-12
Vendor:	Vendor	Amount:	\$1037.00
City:	New York	Country:	United States
Category:	Miscellaneous	Tax Amount:	\$82.96
Description:	Other expenses		