

# Travel Expense Reimbursement Form

Claim ID:	EXP2025004	Employee Name:	George Cruz
Employee ID:	EMP002	Employee Level:	L2
Department:	Technology Department	Destination:	Tokyo, Japan
Trip Start:	2024-12-15	Trip End:	2024-12-17
Nights:	3	Total Amount:	\$7954.91

## Expense Details

No.	Date	City	Category	Amount(\$)	Description
1	2024-12-15	Tokyo	Accommodation	1143.20	Tokyo Hotel accomod...
2	2024-12-16	Tokyo	Accommodation	1335.45	Tokyo Hotel accomod...
3	2024-12-17	Tokyo	Accommodation	1319.14	Tokyo Hotel accomod...
4	2024-12-15	Tokyo	Meals	616.38	Meals expense
5	2024-12-16	Tokyo	Meals	501.25	Meals expense
6	2024-12-17	Tokyo	Meals	458.67	Meals expense
7	2024-12-15	Tokyo	Transportation	143.91	Local city transport
8	2024-12-16	Tokyo	Transportation	312.50	Local city transport
9	2024-12-17	Tokyo	Transportation	131.63	Local city transport
10	2024-12-15	Tokyo	Communication	117.78	International roamin...
11	2024-12-17	Tokyo	Miscellaneous	1875.00	Training/materials/o...

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

## Invoice Details

### Invoice #1 - Accommodation (2024-12-15)

Invoice Number:	INV5004001	Date:	2024-12-15
Vendor:	Tokyo Hotel	Amount:	\$1143.20

City:	Tokyo	Country:	Japan
Category:	Accommodation	Tax Amount:	\$114.32
Description:	Tokyo hotel accommodation fee		

**Invoice #2 - Accommodation (2024-12-16)**

Invoice Number:	INV5004002	Date:	2024-12-16
Vendor:	Tokyo Hotel	Amount:	\$1335.45
City:	Tokyo	Country:	Japan
Category:	Accommodation	Tax Amount:	\$133.55
Description:	Tokyo hotel accommodation fee		

**Invoice #3 - Accommodation (2024-12-17)**

Invoice Number:	INV5004003	Date:	2024-12-17
Vendor:	Tokyo Hotel	Amount:	\$1319.14
City:	Tokyo	Country:	Japan
Category:	Accommodation	Tax Amount:	\$131.91
Description:	Tokyo hotel accommodation fee		

**Invoice #4 - Meals (2024-12-15)**

Invoice Number:	INV5004004	Date:	2024-12-15
Vendor:	Restaurant	Amount:	\$616.38
City:	Tokyo	Country:	Japan
Category:	Meals	Tax Amount:	\$49.31
Description:	Meals expense		

**Invoice #5 - Meals (2024-12-16)**

Invoice Number:	INV5004005	Date:	2024-12-16
Vendor:	Restaurant	Amount:	\$501.25
City:	Tokyo	Country:	Japan
Category:	Meals	Tax Amount:	\$40.10
Description:	Meals expense		

### Invoice #6 - Meals (2024-12-17)

Invoice Number:	INV5004006	Date:	2024-12-17
Vendor:	Restaurant	Amount:	\$458.67
City:	Tokyo	Country:	Japan
Category:	Meals	Tax Amount:	\$36.69
Description:	Meals expense		

### Invoice #7 - Transportation (2024-12-15)

Invoice Number:	INV5004007	Date:	2024-12-15
Vendor:	Taxi/Transit	Amount:	\$143.91
City:	Tokyo	Country:	Japan
Category:	Transportation	Tax Amount:	\$11.51
Description:	Local city transport		

### Invoice #8 - Transportation (2024-12-16)

Invoice Number:	INV5004008	Date:	2024-12-16
Vendor:	Taxi/Transit	Amount:	\$312.50
City:	Tokyo	Country:	Japan
Category:	Transportation	Tax Amount:	\$25.00
Description:	Local city transport		

### Invoice #9 - Transportation (2024-12-17)

Invoice Number:	INV5004009	Date:	2024-12-17
Vendor:	Taxi/Transit	Amount:	\$131.63
City:	Tokyo	Country:	Japan
Category:	Transportation	Tax Amount:	\$10.53
Description:	Local city transport		

### Invoice #10 - Communication (2024-12-15)

Invoice Number:	INV5004010	Date:	2024-12-15
Vendor:	Carrier	Amount:	\$117.78

City:	Tokyo	Country:	Japan
Category:	Communication	Tax Amount:	\$11.78
Description:	International roaming		

**Invoice #11 - Miscellaneous (2024-12-17)**

Invoice Number:	INV5004011	Date:	2024-12-17
Vendor:	Vendor	Amount:	\$1875.00
City:	Tokyo	Country:	Japan
Category:	Miscellaneous	Tax Amount:	\$150.00
Description:	Other expenses		