

Travel Expense Reimbursement Form

Claim ID:	EXP2025005	Employee Name:	Frances Jones
Employee ID:	EMP003	Employee Level:	L4
Department:	Marketing Department	Destination:	London, United Kingdom
Trip Start:	2024-12-10	Trip End:	2024-12-11
Nights:	2	Total Amount:	\$10364.68

Expense Details

No.	Date	City	Category	Amount(\$)	Description
1	2024-12-10	London	Accommodation	2300.00	London Hotel accommo...
2	2024-12-11	London	Accommodation	1853.35	London Hotel accommo...
3	2024-12-10	London	Meals	1538.19	Meals expense
4	2024-12-11	London	Meals	2081.80	Meals expense
5	2024-12-10	London	Transportation	330.72	Local city transport
6	2024-12-11	London	Transportation	465.49	Local city transport
7	2024-12-10	London	Communication	390.00	International roamin...
8	2024-12-11	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 (2024-12-10)

Invoice Number:	INV5005001	Date:	2024-12-10
Vendor:	London Hotel	Amount:	\$2300.00
City:	London	Country:	United Kingdom
Category:	Accommodation	Tax Amount:	\$230.00
Description:	London hotel accommodation fee		

Invoice #2 - Accommodation (2024-12-11)

Invoice Number:	INV5005002	Date:	2024-12-11
Vendor:	London Hotel	Amount:	\$1853.35
City:	London	Country:	United Kingdom
Category:	Accommodation	Tax Amount:	\$185.34
Description:	London hotel accommodation fee		

Invoice #3 - Meals (2024-12-10)

Invoice Number:	INV5005003	Date:	2024-12-10
Vendor:	Restaurant	Amount:	\$1538.19
City:	London	Country:	United Kingdom
Category:	Meals	Tax Amount:	\$123.06
Description:	Meals expense		

Invoice #4 - Meals (2024-12-11)

Invoice #5 - Transportation (2024-12-10)

Invoice Number:	INV5005005	Date:	2024-12-10
Vendor:	Taxi/Transit	Amount:	\$330.72
City:	London	Country:	United Kingdom
Category:	Transportation	Tax Amount:	\$26.46
Description:	Local city transport		

Invoice #6 - Transportation (2024-12-11)

Invoice Number:	INV5005006	Date:	2024-12-11
Vendor:	Taxi/Transit	Amount:	\$465.49
City:	London	Country:	United Kingdom
Category:	Transportation	Tax Amount:	\$37.24
Description:	Local city transport		

Invoice #7 - Communication (2024-12-10)

Invoice Number:	INV5005007	Date:	2024-12-10
Vendor:	Carrier	Amount:	\$390.00
City:	London	Country:	United Kingdom
Category:	Communication	Tax Amount:	\$39.00
Description:	International roaming		

Invoice #8 - Miscellaneous (2024-12-11)

Invoice Number:	INV5005008	Date:	2024-12-11
Vendor:	Vendor	Amount:	\$3125.00
City:	London	Country:	United Kingdom
Category:	Miscellaneous	Tax Amount:	\$250.00
Description:	Other expenses		