

# Travel Expense Reimbursement Form

Claim ID:	EXP2025006	Employee Name:	Frances Jones
Employee ID:	EMP003	Employee Level:	L4
Department:	Marketing Department	Destination:	New York, United States
Trip Start:	2024-10-05	Trip End:	2024-10-06
Nights:	2	Total Amount:	\$11897.30

## Expense Details

No.	Date	City	Category	Amount(\$)	Description
1	2024-10-05	New York	Accommodation	3450.00	New York Hotel accom...
2	2024-10-06	New York	Accommodation	2603.47	New York Hotel accom...
3	2024-10-05	New York	Meals	1305.00	Meals expense
4	2024-10-06	New York	Meals	1142.91	Meals expense
5	2024-10-05	New York	Transportation	371.56	Local city transport
6	2024-10-06	New York	Transportation	292.79	Local city transport
7	2024-10-05	New York	Communication	231.57	International roamin...
8	2024-10-06	New York	Miscellaneous	2500.00	Training/materials/o...

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

## Invoice Details

### Invoice #1 - Accommodation (2024-10-05)

Invoice Number:	INV5006001	Date:	2024-10-05
Vendor:	New York Hotel	Amount:	\$3450.00
City:	New York	Country:	United States
Category:	Accommodation	Tax Amount:	\$345.00
Description:	New York hotel accommodation fee		

### Invoice #2 - Accommodation (2024-10-06)

Invoice Number:	INV5006002	Date:	2024-10-06
Vendor:	New York Hotel	Amount:	\$2603.47
City:	New York	Country:	United States
Category:	Accommodation	Tax Amount:	\$260.35
Description:	New York hotel accommodation fee		

### Invoice #3 - Meals (2024-10-05)

Invoice Number:	INV5006003	Date:	2024-10-05
Vendor:	Restaurant	Amount:	\$1305.00
City:	New York	Country:	United States
Category:	Meals	Tax Amount:	\$104.40
Description:	Meals expense		

### Invoice #4 - Meals (2024-10-06)

Invoice Number:	INV5006004	Date:	2024-10-06
Vendor:	Restaurant	Amount:	\$1142.91
City:	New York	Country:	United States
Category:	Meals	Tax Amount:	\$91.43
Description:	Meals expense		

### Invoice #5 - Transportation (2024-10-05)

Invoice Number:	INV5006005	Date:	2024-10-05
Vendor:	Taxi/Transit	Amount:	\$371.56
City:	New York	Country:	United States
Category:	Transportation	Tax Amount:	\$29.72
Description:	Local city transport		

### Invoice #6 - Transportation (2024-10-06)

Invoice Number:	INV5006006	Date:	2024-10-06
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Vendor:	Taxi/Transit	Amount:	\$292.79
City:	New York	Country:	United States
Category:	Transportation	Tax Amount:	\$23.42
Description:	Local city transport		

**Invoice #7 - Communication (2024-10-05)**

Invoice Number:	INV5006007	Date:	2024-10-05
Vendor:	Carrier	Amount:	\$231.57
City:	New York	Country:	United States
Category:	Communication	Tax Amount:	\$23.16
Description:	International roaming		

**Invoice #8 - Miscellaneous (2024-10-06)**

Invoice Number:	INV5006008	Date:	2024-10-06
Vendor:	Vendor	Amount:	\$2500.00
City:	New York	Country:	United States
Category:	Miscellaneous	Tax Amount:	\$200.00
Description:	Other expenses		