

Travel Expense Reimbursement Form

Claim ID:	EXP2025002	Employee Name:	Timothy Cooper
Employee ID:	EMP001	Employee Level:	L3
Department:	Sales Department	Destination:	Tokyo, Japan
Trip Start:	2024-11-15	Trip End:	2024-11-18
Nights:	4	Total Amount:	\$10307.99

Expense Details

No.	Date	City	Category	Amount(\$)	Description
1	2024-11-15	Tokyo	Accommodation	1336.45	Tokyo Hotel accomod...
2	2024-11-16	Tokyo	Accommodation	1472.74	Tokyo Hotel accomod...
3	2024-11-17	Tokyo	Accommodation	1492.23	Tokyo Hotel accomod...
4	2024-11-18	Tokyo	Accommodation	1401.62	Tokyo Hotel accomod...
5	2024-11-15	Tokyo	Meals	1015.00	Meals expense
6	2024-11-16	Tokyo	Meals	526.04	Meals expense
7	2024-11-17	Tokyo	Meals	564.83	Meals expense
8	2024-11-18	Tokyo	Meals	865.17	Meals expense
9	2024-11-15	Tokyo	Transportation	158.72	Local city transport
10	2024-11-16	Tokyo	Transportation	203.64	Local city transport
11	2024-11-17	Tokyo	Transportation	152.46	Local city transport
12	2024-11-18	Tokyo	Transportation	189.62	Local city transport
13	2024-11-15	Tokyo	Communication	220.33	International roamin...
14	2024-11-18	Tokyo	Miscellaneous	709.14	Training/materials/o...

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

Invoice Details

Invoice #1 - Accommodation (2024-11-15)

Invoice Number:	INV5002001	Date:	2024-11-15
Vendor:	Tokyo Hotel	Amount:	\$1336.45
City:	Tokyo	Country:	Japan
Category:	Accommodation	Tax Amount:	\$133.65
Description:	Tokyo hotel accommodation fee		

Invoice #2 - Accommodation (2024-11-16)

Invoice Number:	INV5002002	Date:	2024-11-16
Vendor:	Tokyo Hotel	Amount:	\$1472.74
City:	Tokyo	Country:	Japan
Category:	Accommodation	Tax Amount:	\$147.27
Description:	Tokyo hotel accommodation fee		

Invoice #3 - Accommodation (2024-11-17)

Invoice Number:	INV5002003	Date:	2024-11-17
Vendor:	Tokyo Hotel	Amount:	\$1492.23
City:	Tokyo	Country:	Japan
Category:	Accommodation	Tax Amount:	\$149.22
Description:	Tokyo hotel accommodation fee		

Invoice #4 - Accommodation (2024-11-18)

Invoice Number:	INV5002004	Date:	2024-11-18
Vendor:	Tokyo Hotel	Amount:	\$1401.62
City:	Tokyo	Country:	Japan
Category:	Accommodation	Tax Amount:	\$140.16
Description:	Tokyo hotel accommodation fee		

Invoice #5 - Meals (2024-11-15)

Invoice Number:	INV5002005	Date:	2024-11-15
Vendor:	Restaurant	Amount:	\$1015.00
City:	Tokyo	Country:	Japan

Category:	Meals	Tax Amount:	\$81.20
Description:	Meals expense		

Invoice #6 - Meals (2024-11-16)

Invoice Number:	INV5002006	Date:	2024-11-16
Vendor:	Restaurant	Amount:	\$526.04
City:	Tokyo	Country:	Japan
Category:	Meals	Tax Amount:	\$42.08
Description:	Meals expense		

Invoice #7 - Meals (2024-11-17)

Invoice Number:	INV5002007	Date:	2024-11-17
Vendor:	Restaurant	Amount:	\$564.83
City:	Tokyo	Country:	Japan
Category:	Meals	Tax Amount:	\$45.19
Description:	Meals expense		

Invoice #8 - Meals (2024-11-18)

Invoice Number:	INV5002008	Date:	2024-11-18
Vendor:	Restaurant	Amount:	\$865.17
City:	Tokyo	Country:	Japan
Category:	Meals	Tax Amount:	\$69.21
Description:	Meals expense		

Invoice #9 - Transportation (2024-11-15)

Invoice Number:	N/A	Date:	2024-11-15
Vendor:	Taxi/Transit	Amount:	\$158.72
City:	Tokyo	Country:	Japan
Category:	Transportation	Tax Amount:	\$12.70
Description:	N/A		

Invoice #10 - Transportation (2024-11-16)

Invoice Number:	INV5002010	Date:	2024-11-16
Vendor:	Taxi/Transit	Amount:	\$203.64
City:	Tokyo	Country:	Japan
Category:	Transportation	Tax Amount:	\$16.29
Description:	Local city transport		

Invoice #11 - Transportation (2024-11-17)

Invoice Number:	INV5002011	Date:	2024-11-17
Vendor:	Taxi/Transit	Amount:	\$152.46
City:	Tokyo	Country:	Japan
Category:	Transportation	Tax Amount:	\$12.20
Description:	Local city transport		

Invoice #12 - Transportation (2024-11-18)

Invoice Number:	INV5002012	Date:	2024-11-18
Vendor:	Taxi/Transit	Amount:	\$189.62
City:	Tokyo	Country:	Japan
Category:	Transportation	Tax Amount:	\$15.17
Description:	Local city transport		

Invoice #13 - Communication (2024-11-15)

Invoice Number:	INV5002013	Date:	2024-11-15
Vendor:	Carrier	Amount:	\$220.33
City:	Tokyo	Country:	Japan
Category:	Communication	Tax Amount:	\$22.03
Description:	International roaming		

Invoice #14 - Miscellaneous (2024-11-18)

Invoice Number:	INV5002014	Date:	2024-11-18
Vendor:	Vendor	Amount:	\$709.14
City:	Tokyo	Country:	Japan

Category:	Miscellaneous	Tax Amount:	\$56.73
Description:	Other expenses		