

Travel Expense Reimbursement Form

Claim ID:	EXP2025001	Employee Name:	Timothy Cooper
Employee ID:	EMP001	Employee Level:	L3
Department:	Sales Department	Destination:	Singapore, Singapore
Trip Start:	2024-09-05	Trip End:	2024-09-08
Nights:	4	Total Amount:	\$10262.34

Expense Details

No.	Date	City	Category	Amount(\$)	Description
1	2024-09-05	Singapore	Accommodation	1230.12	Singapore Hotel acco...
2	2024-09-06	Singapore	Accommodation	1386.49	Singapore Hotel acco...
3	2024-09-07	Singapore	Accommodation	1491.11	Singapore Hotel acco...
4	2024-09-08	Singapore	Accommodation	1268.70	Singapore Hotel acco...
5	2024-09-05	Singapore	Meals	649.34	Meals expense
6	2024-09-06	Singapore	Meals	684.15	Meals expense
7	2024-09-07	Singapore	Meals	643.30	Meals expense
8	2024-09-08	Singapore	Meals	771.89	Meals expense
9	2024-09-05	Singapore	Transportation	191.61	Local city transport
10	2024-09-06	Singapore	Transportation	156.69	Local city transport
11	2024-09-07	Singapore	Transportation	179.85	Local city transport
12	2024-09-08	Singapore	Transportation	225.15	Local city transport
13	2024-09-05	Singapore	Communication	260.00	International roamin...
14	2024-09-08	Singapore	Miscellaneous	1123.94	Training/materials/o...

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

Invoice Details

Invoice #1 - Accommodation (2024-09-05)

Invoice Number:	INV5001001	Date:	2024-09-05
Vendor:	Singapore Hotel	Amount:	\$1230.12
City:	Singapore	Country:	Singapore
Category:	Accommodation	Tax Amount:	\$123.01
Description:	Singapore hotel accommodation fee		

Invoice #2 - Accommodation (2024-09-06)

Invoice Number:	INV5001002	Date:	2024-09-06
Vendor:	Singapore Hotel	Amount:	\$1386.49
City:	Singapore	Country:	Singapore
Category:	Accommodation	Tax Amount:	\$138.65
Description:	Singapore hotel accommodation fee		

Invoice #3 - Accommodation (2024-09-07)

Invoice Number:	INV5001003	Date:	2024-09-07
Vendor:	Singapore Hotel	Amount:	\$1491.11
City:	Singapore	Country:	Singapore
Category:	Accommodation	Tax Amount:	\$149.11
Description:	Singapore hotel accommodation fee		

Invoice #4 - Accommodation (2024-09-08)

Invoice Number:	INV5001004	Date:	2024-09-08
Vendor:	Singapore Hotel	Amount:	\$1268.70
City:	Singapore	Country:	Singapore
Category:	Accommodation	Tax Amount:	\$126.87
Description:	Singapore hotel accommodation fee		

Invoice #5 - Meals (2024-09-05)

Invoice Number:	INV5001005	Date:	2024-09-05
Vendor:	Restaurant	Amount:	\$649.34
City:	Singapore	Country:	Singapore

Category:	Meals	Tax Amount:	\$51.95
Description:	Meals expense		

Invoice #6 - Meals (2024-09-06)

Invoice Number:	INV5001006	Date:	2024-09-06
Vendor:	Restaurant	Amount:	\$684.15
City:	Singapore	Country:	Singapore
Category:	Meals	Tax Amount:	\$54.73
Description:	Meals expense		

Invoice #7 - Meals (2024-09-07)

Invoice Number:	INV5001007	Date:	2024-09-07
Vendor:	Restaurant	Amount:	\$643.30
City:	Singapore	Country:	Singapore
Category:	Meals	Tax Amount:	\$51.46
Description:	Meals expense		

Invoice #8 - Meals (2024-09-08)

Invoice Number:	INV5001008	Date:	2024-09-08
Vendor:	Restaurant	Amount:	\$771.89
City:	Singapore	Country:	Singapore
Category:	Meals	Tax Amount:	\$61.75
Description:	Meals expense		

Invoice #9 - Transportation (2024-09-05)

Invoice Number:	INV5001009	Date:	2024-09-05
Vendor:	Taxi/Transit	Amount:	\$158.35
City:	Singapore	Country:	Singapore
Category:	Transportation	Tax Amount:	\$12.67
Description:	Local city transport		

Invoice #10 - Transportation (2024-09-06)

Invoice Number:	INV5001010	Date:	2024-09-06
Vendor:	Taxi/Transit	Amount:	\$156.69
City:	Singapore	Country:	Singapore
Category:	Transportation	Tax Amount:	\$12.54
Description:	Local city transport		

Invoice #11 - Transportation (2024-09-07)

Invoice Number:	INV5001011	Date:	2024-09-07
Vendor:	Taxi/Transit	Amount:	\$179.85
City:	Singapore	Country:	Singapore
Category:	Transportation	Tax Amount:	\$14.39
Description:	Local city transport		

Invoice #12 - Transportation (2024-09-08)

Invoice Number:	INV5001012	Date:	2024-09-08
Vendor:	Taxi/Transit	Amount:	\$225.15
City:	Singapore	Country:	Singapore
Category:	Transportation	Tax Amount:	\$18.01
Description:	Local city transport		

Invoice #13 - Communication (2024-09-05)

Invoice Number:	INV5001013	Date:	2024-09-05
Vendor:	Carrier	Amount:	\$260.00
City:	Singapore	Country:	Singapore
Category:	Communication	Tax Amount:	\$26.00
Description:	International roaming		

Invoice #14 - Miscellaneous (2024-09-08)

Invoice Number:	INV5001014	Date:	2024-09-08
Vendor:	Vendor	Amount:	\$1123.94
City:	Singapore	Country:	Singapore

Category:	Miscellaneous	Tax Amount:	\$89.92
Description:	Other expenses		