

Travel Expense Reimbursement Form

Claim ID:	EXP2025003	Employee Name:	George Cruz
Employee ID:	EMP002	Employee Level:	L2
Department:	Technology Department	Destination:	London, United Kingdom
Trip Start:	2024-11-05	Trip End:	2024-11-06
Nights:	2	Total Amount:	\$8367.40

Expense Details

No.	Date	City	Category	Amount(\$)	Description
1	2024-11-05	London	Accommodation	1418.38	London Hotel accommo...
2	2024-11-06	London	Accommodation	1602.09	London Hotel accommo...
3	2024-11-05	London	Meals	503.58	Meals expense
4	2024-11-06	London	Meals	633.21	Meals expense
5	2024-11-05	London	Transportation	328.79	Local city transport
6	2024-11-06	London	Transportation	625.00	Local city transport
7	2024-11-05	London	Communication	131.35	International roamin...
8	2024-11-06	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 (2024-11-05)

Invoice Number:	INV5003001	Date:	2024-11-05
Vendor:	London Hotel	Amount:	\$1418.38
City:	London	Country:	United Kingdom
Category:	Accommodation	Tax Amount:	\$141.84
Description:	London hotel accommodation fee		

Invoice #2 - Accommodation (2024-11-06)

Invoice Number:	INV5003002	Date:	2024-11-06
Vendor:	London Hotel	Amount:	\$1602.09
City:	London	Country:	United Kingdom
Category:	Accommodation	Tax Amount:	\$160.21
Description:	London hotel accommodation fee		

Invoice #3 - Meals (2024-11-05)

Invoice Number:	INV5003003	Date:	2024-11-05
Vendor:	Restaurant	Amount:	\$503.58
City:	London	Country:	United Kingdom
Category:	Meals	Tax Amount:	\$40.29
Description:	Meals expense		

Invoice #4 - Meals (2024-11-06)

Invoice Number:	INV5003004	Date:	2024-11-06
Vendor:	Restaurant	Amount:	\$633.21
City:	London	Country:	United Kingdom
Category:	Meals	Tax Amount:	\$50.66
Description:	Meals expense		

Invoice #5 - Transportation (2024-11-05)

Invoice Number:	INV5003005	Date:	2024-11-05
Vendor:	Taxi/Transit	Amount:	\$328.79
City:	London	Country:	United Kingdom
Category:	Transportation	Tax Amount:	\$26.30
Description:	Local city transport		

Invoice #6 - Transportation (2024-11-06)

Invoice Number:	INV5003006	Date:	2024-11-06
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Vendor:	Taxi/Transit	Amount:	\$625.00
City:	London	Country:	United Kingdom
Category:	Transportation	Tax Amount:	\$50.00
Description:	Local city transport		

Invoice #7 - Communication (2024-11-05)

Invoice Number:	INV5003007	Date:	2024-11-05
Vendor:	Carrier	Amount:	\$131.35
City:	London	Country:	United Kingdom
Category:	Communication	Tax Amount:	\$13.13
Description:	International roaming		

Invoice #8 - Miscellaneous (2024-11-06)

Invoice Number:	INV5003008	Date:	2024-11-06
Vendor:	Vendor	Amount:	\$3125.00
City:	London	Country:	United Kingdom
Category:	Miscellaneous	Tax Amount:	\$250.00
Description:	Other expenses		