

Quarterly Expense Report

Employee

John Smith

Employee ID

EMP-2024-0847

Department

Sales & Marketing

Period

Q3 2024 (Jul-Sep)

Report ID

EXP-2024-Q3-0847

Submission Date

October 15, 2024

Travel & Transportation					12 items
DATE	DESCRIPTION	VENDOR	PROJECT/CLIENT	STATUS	AMOUNT
Jul 05	Flight - NYC to San Francisco	Delta Airlines	TechCorp Integration	Approved	\$847.50
Jul 06	Airport Transfer (Uber)	Uber Technologies	TechCorp Integration	Approved	\$65.30
Jul 18	Train - Boston to NYC	Amtrak	Q3 Planning Meeting	Reimbursed	\$156.00
Aug 02	Rental Car (3 days)	Enterprise	Midwest Client Tour	Approved	\$342.75
Aug 03	Gas for Rental	Shell Station	Midwest Client Tour	Approved	\$87.50
Aug 15	Parking - Downtown Office	City Parking	Partner Meeting	Reimbursed	\$25.00
Aug 22	Flight - NYC to London	British Airways	European Summit	Pending	\$1,235.80
Aug 28	London Tube Pass (5 days)	Transport for London	European Summit	Pending	\$85.60
Sep 10	Taxi - Client Meeting	Yellow Cab Co.	DataSync Project	Approved	\$42.30
Sep 15	Mileage Reimbursement (450 miles)	Personal Vehicle	Regional Sales Visits	Approved	\$292.50
Sep 20	Flight - NYC to Chicago	United Airlines	Q4 Kickoff	Approved	\$423.50