

Employee Name: Michael Green

Department: Business Development

Claim Date: May 5, 2025

Expenses:

- 2025-05-01: Lunch with client at Restaurant XYZ - 58.00 (Category: Transportation)
- 2025-05-02: Hotel Stay for conference - 320.00 (Category: Accommodation)
- 2025-05-03: Taxi to airport - 35.00 (Category: Transportation)
- 2025-05-04: Coffee purchase during travel - 8.50 (Category: Meals)

Total Claimed Amount: 421.50