

Trip Reimbursement Report

Employee & Report Details

- **Employee Name:** Johnathan Doe
- **Company Name:** Innovatech Solutions LLC
- **Invoice Number:** TR-2025-0714
- **Date of Submission:** July 14, 2025
- **Company Address:** 123 Tech Park, Silicon Valley, CA 94043
- **Company Phone:** (555) 123-4567
- **Company Email:** accounts@innovatech.com

Trip Information

- **Purpose of Trip:** On-site consultation and project kickoff meeting.
- **Customer Visited:** Global Core Enterprises
- **Trip Start Date:** July 7, 2025
- **Trip End Date:** July 11, 2025

Expense Summary

Category	Description	Total Cost
Hotel	Lodging for the duration of the trip.	\$900.00
Transportation	Flights and ground transportation.	\$875.00
Meals & Incidentals	Daily meals and other approved expenses.	\$510.00
TOTAL REIMBURSEMENT		\$2,285.00

Detailed Expense Breakdown

Hotel Costs

- **Hotel Name:** Grand City Hotel
- **Check-in Date:** July 7, 2025
- **Check-out Date:** July 11, 2025
- **Room Type:** Standard King Room
- **Rate per Night:** \$225.00
- **Total Nights:** 4

- **Total Hotel Cost: \$900.00**

Transportation Costs

- **Round-trip Flight (SFO-DEN): \$550.00**
- **Rental Car (4 days): \$250.00**
- **Fuel: \$75.00**
- **Total Transportation Cost: \$875.00**

Meals & Other Expense Details

- **Client Dinner (July 8, 2025): \$150.00**
- **Daily Meals (Per Diem - 4 days @ \$75/day): \$300.00**
- **Airport Parking: \$60.00**
- **Total Meals & Other Costs: \$510.00**

Final Reimbursement Amount

- **Total Cost: \$2,285.00**