

# Corporate Travel Reimbursement Report

Employee Name: Jane Doe

Department: Sales

Travel Dates: 2025-06-10 to 2025-06-15

Expense Type	Date	Amount (USD)	Details
Hotel	2025-06-10	\$450.00	3 nights at Grand Plaza Hotel
Meals	2025-06-11	\$60.00	Lunch and dinner
Taxi	2025-06-12	\$35.50	From airport to hotel
Conference Fee	2025-06-13	\$120.00	Industry conference registration
Hotel	2025-06-13	\$300.00	2 nights at Grand Plaza Hotel
Meals	2025-06-14	\$45.00	Dinner and snacks
Total			\$1010.50