



ACME Corporation

100 Innovation Drive, Suite 500, San Francisco, CA 94105
+1 (415) 555-0100 | contact@acme-corp.example

EXPENSE REPORT

Report Details

Report ID	EXP-2025-001
Employee Name	James Carter
Employee Email	james.carter@globaltech.example
Department	Sales
Submission Date	2025/01/08
Period Start	2025/01/02
Period End	2025/01/07
Status	Reimbursed
Currency	USD

Purpose

Q1 client meetings in Chicago

Expense Items

Date	Description	Category	Vendor	Amount	Payment Method	Receipt
2025/01/02	Round-trip flight NYC to Chicago	Transport	United Airlines	385.00	Corporate card	
2025/01/03	Hotel — 3 nights at Marriott Chicago	Accommodation	Marriott Hotels	528.00	Corporate card	
2025/01/04	Client dinner at Gibson's Bar & Steakhouse	Entertainment	Gibson's Bar & Steakhouse	247.50	Corporate card	
2025/01/07	Taxi and Uber rides	Transport	Uber	85.00	Personal card	

Subtotal	1245.50
----------	---------

Tax (10%)	124.55
TOTAL	1370.05

Approval

Approved By: Sarah Mitchell

Approval Date: 2025/01/12

Notes

Q1 client engagement — all receipts submitted

All expenses must comply with company travel and expense policy. Receipts are required for expenses over \$25.