

Itemise all trip-related expenditures

Traveller Name	
Department	
Destination	
Trip End Date	

Employee ID	
Purpose of Trip	
Trip Start Date	
Report Currency	USD

Date	Category	Vendor	Description	Paid By	Amount (Local)	FX Rate
2026-03-10	Airfare	Singapore Airlines	SIN-SYD return	Corporate Card	1,420.00	1.00
2026-03-10	Lodging	Hilton Sydney	3 nights	Corporate Card	960.00	1.00
2026-03-11	Meals	Various	Breakfast & dinner	Personal	72.40	1.00
2026-03-12	Ground Transport	Taxi	Client site visits	Personal	58.00	1.00
TOTAL TRIP COST (USD)						

Travel Advance	
----------------	--

Balance Due / (Refund)					
------------------------	--	--	--	--	--



Amount (USD)
1,420.00
960.00
72.40
58.00
0.00
0.00
0.00
0.00
0.00
0.00
0.00
0.00
0.00
0.00
0.00
0.00
0.00
0.00
2,510.40

2,510.40