# **Employee Credit Card Expense Report**

Employee Details Period Covered				d			
Employee ID	Name	Title	Department	Email address	Card Ending	From	To
12345	John Smith	Sales Executive	Sales	john@techpro.io	9997	10/1/2023	10/7/2023

#### **Purpose of Expense Report**

Business trip to attend an industry conference in New York and meet with clients to promote EverTech Innovations' technology solutions.

Date	Description	Vendor	Amount
0/1/2023	In-room internet charges at the hotel	Skyline Travel Ventures	\$500.00
10/2/2023	Conference Registration	GlobalWings Travels	\$3,000.00
10/2/2023	Travel insurance for international trip coverage	StarQuest Voyages	\$50.00
10/4/2023	Roundtrip flight for a business meeting	Skyline Travel Ventures	\$1,000.00
10/5/2023	Three-night stay for the conference	StarQuest Voyages	\$700.00
10/5/2023	Client dinner meeting at a local restaurant	StarQuest Voyages	\$6,969.00
10/6/2023	Taxi transportation to the airport	Horizon Destinations	\$850.00
10/6/2023	Tips for hotel staff and taxi drivers	Horizon Destinations	\$85.00
10/7/2023	Car rental for on-site client visits	GlobalWings Travels	\$300.00

<sup>\*\*\*</sup> Please attach all official receipts, invoices and other supporting records.

200	-	 110-70-0	100	<b>ote</b>	

All expenses are related to sales activities and are within the company's expense policy guidelines.

4	Total Expenses	
	\$13,454.00	

Prepared by:

Approved by:

Signature over printer name

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