

# Employee Expense Report

Reimbursement Request

EMP-1047

## Report Header

|                             |                                                    |
|-----------------------------|----------------------------------------------------|
| Report Date                 | January 20th, 2026                                 |
| Reporting Period            | January 5th–16th, 2026                             |
| Company Name                | Summit Consulting Partners                         |
| Company Address             | 88 Riverside Plaza, Suite 1400, New York, NY 10069 |
| Accounting Department Email | expenses@example.com                               |

## Employee Information

|                  |                 |
|------------------|-----------------|
| Employee Name    | Michael Tran    |
| Employee ID      | EMP-1047        |
| Department       | Client Services |
| Manager Approver | Laura Simmons   |

## Trip Purpose

The trip was undertaken to conduct client onsite meetings with Atlantic Energy Solutions in Boston, MA.

## Expense Details

| Date                  | Description                          | Category              | Amount   |
|-----------------------|--------------------------------------|-----------------------|----------|
| January 5th, 2026     | Flight (NYC to Boston roundtrip)     | Airline ticket        | \$325.40 |
| January 5th–8th, 2026 | Hotel (3 nights at Harborview Hotel) | Lodging               | \$822.75 |
| January 5th, 2026     | Taxi from airport to hotel           | Ground transportation | \$48.00  |
| January 6th, 2026     | Client dinner (3 attendees)          | Meals                 | \$186.20 |
| January 5th–8th, 2026 | Parking at JFK Airport               | Parking               | \$72.00  |
| January 7th, 2026     | Breakfast                            | Meals                 | \$18.50  |

| Date                | Description                                                             | Category              | Amount     |
|---------------------|-------------------------------------------------------------------------|-----------------------|------------|
| January 7th, 2026   | Uber to client office                                                   | Ground transportation | \$22.10    |
| January 8th, 2026   | Printing and presentation materials                                     | Office supplies       | \$46.90    |
| January 8th, 2026   | Lunch with client                                                       | Meals                 | \$39.75    |
| January 10th, 2026  | Office supplies (notebooks, pens)                                       | Office supplies       | \$27.60    |
| January 14th, 2026  | Mileage reimbursement (client visit in NJ, 42 miles at \$0.67 per mile) | Mileage               | \$28.14    |
| January 15th, 2026  | Team lunch meeting (internal)                                           | Meals                 | \$64.30    |
| Total Reimbursement |                                                                         |                       | \$1,701.64 |

### Reimbursement Method

Reimbursement Method      Direct deposit

### Notes

All receipts are attached to this report. All expenses are business-related and comply with company travel policy.

### Approval

\_\_\_\_\_  
Laura Simmons, Manager Approver

\_\_\_\_\_  
Michael Tran, Employee

\_\_\_\_\_  
Date