

# Trip Expense Report

## Trip Information

From: Nov 24, 2025  
To: Nov 30, 2025  
Location: New York, United States  
Target Currency: EUR  
Travel Means: Plane  
Reason: Visit conference about Business  
Trips Trackers 2025  
Note: The one in New York City

## My Information

Name: John Doe  
Email: tesifam233@besenica.com  
Phone: +420 777 777 777  
Bank Account: BIC/SWIFT: DEUTDEFFXXX  
IBAN: DE89 3704 0044 0532 0130 00  
Account Number: 0532013000  
Bank Code (BLZ): 37040044  
Account Currency: EUR  
Bank Address:  
Deutsche Musterbank  
Musterstrasse 12  
50667 Köln  
Germany

## Exchange Rates

USD -> EUR: 0.8600

## Expenses

Total number of invoices: 6

### Total to Reimbursement

**Total (EUR): 2962.32 EUR**

USD: 3444.56 -> 2962.32 EUR

Type	Payment	Amount	Comment	File	Date
Food	Card	678.00 USD	Restaurant	<a href="#">1108....png</a>	Nov 30, 2025
Food	Card	123.58 USD	Food	<a href="#">i_Re....jpg</a>	Nov 30, 2025
Transportation	Card	285.00 USD	Car rental	<a href="#">dffe....jpg</a>	Nov 30, 2025
Transportation	Card	605.00 USD	Plane ticket	<a href="#">plane.pdf</a>	Nov 30, 2025
Accommodation	Card	1060.00 USD	Another hotel	<a href="#">hote....png</a>	Jul 26, 2024
Accommodation	Card	692.98 USD	-	<a href="#">Hote....png</a>	Oct 29, 2024

## Attached Files

(Click on file names in the table above to view attachments)

Attachment 1 of 6

Expense Type: Food  
File: 110814054303.png  
Comment: Restaurant



**From:**  
Your Name  
362 Bonnet Ave  
Austin, TX 78742



**Bill to:**  
Robert Pearson  
2205 Pleasant Hill Rd  
Augusta, GA 33496

**#27**  
Issued: 11/08/22  
Due: 12/09/22

Item Title	Price
<b>Onboarding Meeting</b> Preparing the action plan and brainstorming creative ideas.	<b>\$125</b>
<b>Your Service 1</b> Helping your client with their pain points.	<b>\$380</b>
<b>Your Service 2</b> Successfully submitting your final deliverable.	<b>\$130</b>

Subtotal \$635

Tax \$43

**Total \$678**

Attachment 2 of 6

Expense Type: Food  
File: i\_Restaurant-Bill\_full.jpg  
Comment: Food



2317 Walt Nuzum Farm Road  
Penfield, NY 14526  
987-098-123  
Support@ghiotto.com  
**Date: XX-XX-XXXX**

Sl.	Description	Qty.	Unit Price (\$)	Total (\$)
1	Risotto Alla Milanese	2	12.68	25.36
2	Lasagne	3	15.97	47.91
3	Spaghetti Alla Carbonara	3	16.77	50.31
			<b>Total</b>	123.58

**VAT** - \$0  
**Discounts** - \$5  
**Net Payable** - \$118.58  
**Paid** - \$118.58  
**Mode** - Credit Card

Thank you for dining in Ghiotto. Ghiotto is open 24x7 (except on holidays).  
Please visit [www.ghiotto.com](http://www.ghiotto.com) to check out our latest additions to the menu and to order online.  
Become a member to enjoy discounts on all meals and get access to exclusive events.

Attachment 3 of 6

Expense Type: Transportation  
File: dffeed69-7be7-4955-8c22-07806e8baf14.jpg  
Comment: Car rental

INVOICE



123 Main Street Cityville,  
CA 12345  
(555) 555-5555  
info@eaglerental.com

Invoice Number NV-2030-19-006  
Invoice Date June 19, 2030

Name	John Smith	Phone Number	(555) 555-1234
Address	456 Elm Street Townsville, TX 54321	Email	johnsmith@email.com

Rental Details:

Car Description	Rental Period	Rate Per Day	Number of Days	Subtotal
Toyota Camry	September 10, 2023 - September 12, 2023	\$50.00	3	\$150.00
Honda Civic	September 14, 2023 - September 16, 2023	\$45.00	3	\$135.00
		Total	6	\$285.00

Payment Method:

☐ Cash                      ☐ Credit Card                      ☐ Bank Transfer                      ☐ Online Payment

Payment Details:

Card Number: \*\*\*\* \* 1234  
Expiration Date: 19/2030  
Cardholder Name: John Smith  
Cardholder Signature: [Signature (if paying by credit card)]

Date : June 19, 2030

John Smith

## **Attachment 4 of 6**

Expense Type: Transportation

File: plane.pdf

Comment: Plane ticket

### **PDF Document**

This PDF document will be included in the following pages.

The original PDF has been merged into this report.



# Air Ticket Invoice

[YOUR COMPANY NAME]

[YOUR COMPANY ADDRESS]

Invoice Date: April 15, 2050 | Invoice Number: 2024-00123

Client Name:Elvie Block

Client Address:Minneapolis, MN 55401 | Client Contact:222 555 7777

Description of Services	Subtotal	Tax	Total Amount Due
Round Trip Airfare to NYC	\$500.00	\$50.00	\$550.00
Additional Baggage Fee	\$30.00	\$3.00	\$33.00
Seat Selection Fee	\$20.00	\$2.00	\$22.00
Subtotal	\$550.00		
Total Amount Due			\$605.00

Payment Information:

Please make payments via bank transfer to the following account:

- Account Name:[YOUR COMPANY NAME]
- Account Number: 123456789
- Bank Name:StronkCo Bank | Routing Number: 987654321

Terms and Conditions:





All sales are final. Refunds will be processed according to airline policies. Payments are due within 30 days of the invoice date.

For any questions or further assistance, feel free to reach out to [YOUR NAME] at [YOUR EMAIL].

Attachment 5 of 6

Expense Type: Accommodation  
File: hotel\_receipt\_template.png  
Comment: Another hotel

Villa Contentezza

 Via Tammaricella 128     +1 345-67-890     villa.contentezza@gmail.com  
 www.bnbholiday.com/villa-contentezza

Paid By

Adriana Lucas  
adriana.lucas@gmail.com

RECEIPT

Booking Details

Check in	Sunday, August 11. 2025		
Check-out	Sunday, August 18. 2025		
Guests	2 adults, 2 children	Receipt #	0000126
Unit	Apartment Lido	Receipt Date	26-07-2024

Quantity	Description	Unit Price	Amount
7.00	Nights in apartment Lido	\$100.00	\$700.00*
28.00	Breakfast	\$10.00	\$280.00*
1.00	Airport pick-up	\$80.00	\$80.00*
Subtotal			\$986.05
Tax			\$73.95
Total			\$1060,00

\*Tax: 7.50%

Notes

Thank you for staying with us. We look forward to your next visit :)

Attachment 6 of 6

Expense Type: Accommodation  
File: Hotel-invoice-example1-768x1079.png



INVOICE

Highfair Hotel  
122 Main Street  
Highfair  
12706

**Billed to**  
John Smith  
12 Crescent Close  
Fairview  
11027  
United States

**Invoice number:** INV-1001  
**Invoice date:** Oct 29, 2024  
**Due date:** Nov 12, 2024

Item #	Description	Unit Price	Qty	Discount(%)	Tax(%)	Amount
1	Junior Suite, 4 nights	150	4	0	10	600.00
2	Drinks from the minibar	4.99	2	0	10	9.98
3	Laundry, one item	20	1	0	10	20.00

**Subtotal:** 629.98  
**Tax:** 63.00  
**Total:** \$ 692.98

**Please make payment to**  
Highfair Hotel bank account  
123456789xx  
12 Queen Street, Highfair

**Terms and conditions**  
Thank you for staying with us!