

Employee Expense Report

Employee: Sarah Chen | Department: Business Development | Period: March 1–31, 2026 | Submitted: April 3, 2026

Date	Description	Category	Vendor	Amount
Mar 3	Flight SFO → SEA (client meeting)	Travel	United Airlines	\$387.50
Mar 3	Uber to SeaTac → client office	Travel	Uber	\$42.00
Mar 3	Hotel — 1 night Seattle	Lodging	Hyatt Regency	\$289.00
Mar 4	Client dinner — Canlis (4 guests)	Meals	Canlis Restaurant	\$612.30
Mar 4	Flight SEA → SFO (return)	Travel	Alaska Airlines	\$295.00
Mar 10	Team lunch (6 people)	Meals	Burma Superstar	\$186.40
Mar 12	Office supplies — presentation binders	Supplies	Staples	\$67.20
Mar 15	Zoom Pro monthly subscription	Software	Zoom	\$15.99
Mar 18	Parking — downtown client visit	Travel	SP Plus	\$35.00
Mar 20	Figma team license (monthly)	Software	Figma Inc	\$45.00
Mar 22	Prospect lunch meeting	Meals	Tartine	\$94.50
Mar 25	FedEx — contract documents to client	Supplies	FedEx	\$28.75
Mar 28	Mileage reimbursement — 120 mi @ \$0.67	Travel	Personal vehicle	\$80.40

Expense Summary

Travel: \$839.90 | Lodging: \$289.00 | Meals: \$893.20 | Supplies: \$95.95 | Software: \$60.99

Grand Total: \$2,179.04

Employee Signature

Manager Approval

Date