

Travel Reimbursement Example (With no per diem/in the US)

This example shows how the supporting documentation for a travel reimbursement should look; it includes a trip within the US with meal receipts rather than a flat per diem.

Betty Smith – Travel Reimbursement

Travel to San Francisco for research at the Asian Art Museum

April 28-30, 2017 (*Dates of travel*)

Total amount requested from research account: \$1,674.53

Travel Expenses

#	Date	Expense Description	USD Amount
1	04/28/2017	Round trip airfare to San Francisco	773.60
2	04/28/2017	Boarding passes to San Francisco	--
3	04/28/2017	Hotel for 2 nights	486.99
4	04/28/2017	Taxis in San Francisco for the day	79.15
6	04/28/2017	Lunch	15.55
5	04/28/2017	Dinner	39.00
7	04/29/2017	Breakfast	13.82
8	04/29/2017	Museum Fee	25.00
9	04/29/2017	Taxis in San Francisco for the day	47.45
10	04/29/2017	Lunch	23.41
11	04/29/2017	Dinner	22.48
12	04/30/2017	Breakfast	4.99
13	04/30/2017	Lunch	6.69
14	04/30/2017	Taxi to airport	46.40
16	04/30/2017	Boarding passes for returning flight	--
15	04/30/2017	Parking fee for airport	90.00

Subject: eTicket Itinerary and Receipt for Confirmation IDPDRL
From: "United Airlines, Inc." <unitedairlines@united.com>
Date: 4/11/17 7:48 PM
To:

Receipt for confirmation IDPDRL



Confirmation: IDPDRL
Check-In >

Issue Date: April 11, 2017

Traveler	eTicket Number	Frequent Flyer	Seats
	0162343734952	UA-XXXXX434 Premier Gold / *G	3D/19C/12C/18A

FLIGHT INFORMATION

Day, Date	Flight	Class	Departure City and Time	Arrival City and Time	Aircraft	Meal
Fri, 28APR17	UA3806	W	WHITE PLAINS, NY (HPN) 6:40 AM	CHICAGO, IL (ORD - O'HARE) 8:15 AM	ERJ-145	Purchase
Flight operated by EXPRESSJET AIRLINES INC. doing business as UNITED EXPRESS.						
Fri, 28APR17	UA769	W	CHICAGO, IL (ORD - O'HARE) 9:10 AM	SAN FRANCISCO, CA (SFO) 11:45 AM	777-200	Purchase
Sun, 30APR17	UA734	S	SAN FRANCISCO, CA (SFO) 6:00 AM	CHICAGO, IL (ORD - O'HARE) 12:11 PM	757-300	Purchase
Sun, 30APR17	UA3851	H	CHICAGO, IL (ORD - O'HARE) 1:45 PM	WHITE PLAINS, NY (HPN) 4:59 PM	ERJ-145	Purchase

Flight operated by EXPRESSJET AIRLINES INC. doing business as UNITED EXPRESS.
 If this is an originating flight on your itinerary, please check in at the UNITED TERM 1 ticket counter.

FARE INFORMATION

Fare Breakdown		Form of Payment:
Airfare:	677.21USD	VISA
U.S. Transportation Tax:	50.79	Last Four Digits 4395
U.S. Flight Segment Tax:	16.40	
September 11th Security Fee:	11.20	
U.S. Passenger Facility Charge:	18.00	
Per Person Total:	773.60USD	
eTicket Total:	773.60USD	

The airfare you paid on this itinerary totals: 677.21 USD

The taxes, fees, and surcharges paid total: 96.39 USD

Fare Rules:

Additional charges may apply for changes in addition to any fare rules listed.

NONREF/OVALUAFTDPT/CHGFEE

Cancel reservations before the scheduled departure time or TICKET HAS NO VALUE.

Baggage allowance and charges for this itinerary.

Baggage fees are per traveler



Premier Access

San Francisco to Chicago-OHare

UA 734	GATE	BOARDING BEGINS	SEAT
SFO-ORD 89	89	5:10 AM	12C
SUN 30 APR 2017	Gate May Change	Boarding Ends: 5:45 AM	Aisle
		Flight Departs: 6:00 AM	Economy Plus
		Flight Arrives: 12:11 PM	

Added to Upgrade Standby L

Confirmation: IDPDL
eTicket 01623437349520



Premier Access

Chicago-OHare to White Plains

UA3851	GATE	BOARDING BEGINS	SEAT
ORD-HPN	NOT YET ASSIGNED	1:20 PM	18A
SUN 30 APR 2017		Boarding Ends: 1:30 PM	Window
		Flight Departs: 1:45 PM	Economy Plus
		Flight Arrives: 4:59 PM	EXIT ROW

Operated by Expressjet Airlines dba United Express
Confirmation: IDPDL
eTicket 01623437349520



3

Receipt for Kimpton Buchanan Hotel, San Francisco

Apr 28, 2017 - Apr 30, 2017

Itinerary # 7258543089608

Booked Items

Hotel: Kimpton Buchanan Hotel

1800 Sutter St, San Francisco, CA94115

Check-in: 4/28/2017 | Check-out: 4/30/2017, 1 room| 2 nights

Traveler Information

Room 1: Deluxe Room, 1 King Bed

Cost Summary

Booked Date: Apr 11, 2017

Room Price **\$508.68**

2 nights **\$220.68 /night**

Taxes & Fees **\$67.32**

Subtotal: **\$508.68**

21.69 Orbucks used: **-\$21.69**

Trip Total: **\$486.99**

Collected by Orbitz

Paid: **\$486.99**

[Visa 3377]

All prices quoted in USD.

4/28/17 Taxi Fees

For Service Call
415-333-3333

YELLOW CAB COOP
San Francisco

415-839-4600

Customer

Start Time:

04/28/17 12:04

End Time:

4/28/17 12:35

Vehicle: 1322

Driver: 1322

Trans: 8552334

Card: VISA 3377

Approval: 418253

Fare: \$46.95

Extras: \$4.00

Tip: \$10.20

Total: \$61.15

For Service Call
415-333-3333

RIDE RECEIPT

FLEET:	Flywheel Taxi
MEDALLION:	237
DATE:	04/28/17
TRANSACTION ID:	1014657353
START:	19:23
END:	19:34
MILES:	1.27
FARE MILES:	0.89
TRIP DURATION:	00:10:51
WAIT TIME:	00:07:59
BASE FARE:	\$3.50
FARE FOR DISTANCE:	\$2.75
FARE FOR TIME:	\$3.85
EXTRA:	\$0.00
TOLLS:	\$0.00
TIP:	\$0.00
TOTAL:	\$10.10

Driver Copy

Cash Receipt

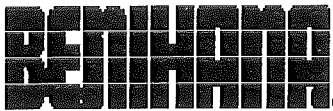
NATIONAL CAB
415-648-4444
CAB # 417
Driver: L1762
PLATE 417

Passengers: 1
Duplicate
Start Time
04/28/17 21:52
End Time
04/28/17 21:58
Dist: 1.20 Mi
Fare: \$ 7.90
Total: \$ 7.90

Total: \$79.15

4/28 dinner

6



Benihana
1737 Post Street
San Francisco, CA 94115
(415) 563-4844

Benihana
1737 Post Street
San Francisco, CA 94115
(415) 563-4844

Server: Amanda DOB: 04/28/2017
06:49 PM 04/28/2017
Table 314/1 5/50044

SALE

Server: Amanda 04/28/2017
Table 314/1 6:47 PM
Guests: 1
#50044

VISA 5242896
Card #XXXXXXXXXXXX3377
Magnetic card present: TSENG LANYING
Card Entry Method: S

Reprint #: 1
Filet Mignon 30.00
Subtotal 30.00
6% Surcharge - DN 1.80
Tax 2.70
Total 34.50

Approval: 028294

Amount: \$34.50
+ Tip: 4.50
= Total: 39.00

Balance Due 34.50

Food: 30.00

Children's Day St. Jude Donation \$ _____
Suggested Tip on
Pre-Discounted Total:
22% Tip = 6.60
20% Tip = 6.00
18% Tip = 5.40

I agree to pay the above
total amount according to the
card-issuer agreement.

X _____

Children's Day St. Jude Donation \$ _____
Suggested Tip on
Pre-Discounted Total:
22% Tip = 6.60
20% Tip = 6.00
18% Tip = 5.40

Guest Copy

4/28 Lunch

5

A Miso

MUNS
1800 SUTTER ST.
SAN FRANCISCO CA. 94115
451-931-6986

DATE 04/28/2017 FRI TIME 13:05

CHECK # #37
PBAL \$0.00
FOOD T1 \$12.95
TAX1 \$1.10
BTWD \$14.05
REF 1 00000

CAFE MUNS
1800 SUTTER ST
SAN FRANCISCO, CA 94115
(415)931-6986

Merchant ID: 000020240125
Ref #: 0402

Sale

XXXXXXXXXXXX3377

VISA Entry Method: Swiped

Amount: \$ 14.05
Tip: 1.50
Total: 15.55

04/28/17 13:22:52
Inv #: 000023 Appr Code: 518222
Transaction ID: 387118733728600
Apprvd: Online Batch#: 000668

Customer Copy
THANK YOU

4/29 Breakfast

7



Nijiya Market #62
1737 Post Street
San Francisco, CA 94115
415-563-1901

CRV Non Taxable
\$.10 CRV \$0.10

Juice
SUZUKA SANROKU NO TE \$1.99

Meal Replacement
SABA SHIOYAKI \$4.99
SALAD(HIYASHI WAKAME \$3.99

Produce
APPLE FUJI L
0.58 lb @ \$1.99/ lb \$1.15
ORANGE NAVEL L
0.53 lb @ \$1.29/ lb \$0.68
ORG KIWIFRUIT SINGLE
0.23 lb @ \$3.99/ lb \$0.92

TOTAL SALES \$13.82

BALANCE DUE \$13.82
VISA \$13.82

[S] XXXX XXXX XXXX XX11
EXP. DATE: 00/2000
Auth Code = 04250C

CHANGE \$0.00

SUB TOTAL \$13.82
TOTAL TAX \$0.00
TOTAL \$13.82

Total number of items sold = 7

CASHIER NAME: WILSON
C0106 #1810

17

4/29 Museum Fees

Asian Art Museum
200 Larkin Street
San Francisco CA 94102
415-581-3500
www.AsianArt.org

SALES RECEIPT
ASALVA
Sale Number: *****
04/29/2017 11:14:06 AM

Qty	Item Special	Price Discount
1	Tomb Treasures Adult Starting Number: 110338008000	25.00

 Sub Total: 25.00
 Discounts: 0.00
 Tax: 0.00
 Total: 25.00

PAYMENTS: 25.00
 BALANCE DUE: 0.00

Payment Types and Amounts:
 VISA
 25.00
 CHANGE DUE: 0.00

Thank You

Card Number: XXXXXXXXXXXX3377
 Card Type: VISA
 Amount: \$25.00
 Total: \$25.00

4/29/17 Taxi Fees

Yellow Card SVCS

Yellow Cab Coop
San Francisco
415-839-4600

Start Time:
04/29/17 11:03
End Time:
4/29/17 11:12
Vehicle: 0633
Driver: 6770
Trans: 8554044
Card: VISA 3377
Approval: 319221

Fare: \$9.00
Tip: \$1.00
Total: \$10.00

RIDE RECEIPT

FLEET: Flywheel Taxi
MEDALLION: 120
DATE: 04/29/17
TRANSACTION ID: 1606629872
START: 19:21
END: 19:37
MILES: 2.25
FARE MILES: 1.74
TRIP DURATION: 00:15:22
WAIT TIME: 00:09:49
BASE FARE: \$3.50
FARE FOR DISTANCE: \$4.95
FARE FOR TIME: \$4.95
EXTRA: \$0.00
TOLLS: \$0.00
TIP: \$1.60
TOTAL: \$15.00

CARD #: xxxx-3377

Customer Copy

RIDE RECEIPT

FLEET: Flywheel Taxi
MEDALLION: 126
DATE: 04/29/17
TRANSACTION ID: 1473269475
START: 17:04
END: 17:10
MILES: 1.22
FARE MILES: 1.04
TRIP DURATION: 00:06:50
WAIT TIME: 00:03:45
BASE FARE: \$3.50
FARE FOR DISTANCE: \$3.30
FARE FOR TIME: \$1.65
EXTRA: \$0.00
TOLLS: \$0.00
TIP: \$0.00
TOTAL: \$8.45

Driver Copy

RIDE RECEIPT

FLEET: Flywheel Taxi
MEDALLION: 1517
DATE: 04/29/17
TRANSACTION ID: 1778509340
START: 21:33
END: 21:33
MILES: 0.00
FARE MILES: 0.00
TRIP DURATION: 00:00:32
WAIT TIME: 00:00:32
BASE FARE: \$3.50
EXTRA: \$0.00
TOLLS: \$10.50
TIP: \$0.00
TOTAL: \$14.00

Driver Copy

Total: \$47.45

4/29

Lunch

10

McCall's Catering and Events
at Cafe Asia
200 Larkin Street
San Francisco, CA 94102

1031 Jessie S

Tbl 15/1	Chk 1207	Gst 0
	Apr29'17 01:46PM	

1 Tea Pot SM		4.25
1 Curry		13.50
1 Coffee		3.00
XXXXXXXXXXXX3377		
Visa		23.41
Food		20.75
Tax		1.83
SFSCHO srchg		0.83
		23.41

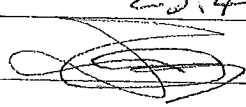
McCall's Catering and Events
at Cafe Asia
200 Larkin Street
San Francisco, CA 94102

Date: Apr29'17 01:48PM
Card Type: Visa
Acct #: XXXXXXXXXXXX3377
Card Entry: SWIPED
Trans Type: PURCHASE
Auth Code: 519284
Check: 1207
Table: 15/1
Server: 1031 Jessie S

Subtotal: 23.41

Gratuity: _____

Total: 23.41

Signature: 

dinner

11



Nijiya Market #62
1737 Post Street
San Francisco, CA 94115
415-563-1901

Bag Surcharge		
REUSABLE PLASTIC BAG		\$0.10
CRV Non Taxable		
\$.10 CRV		\$0.10
Fish		
SASHIMI 3 TEN MORI		\$10.99
Juice		
SUZUKA SANROKU NO TE		\$1.99
Meal Replacement		
HARU NO NIMONO MORIA		\$5.99
SALAD(POTATO)		\$2.52
Produce		
ORANGE NAVEL MEDIUM		
0.61 lb @ \$1.29/ lb		\$0.79
TOTAL SALES		\$22.48

BALANCE DUE \$22.48
VISA \$22.48
[S] XXXX XXXX XXXX XX11
EXP. DATE: 00/2000
Auth Code = 00580C

CHANGE \$0.00

SUB TOTAL \$22.48

TOTAL TAX \$0.00

TOTAL \$22.48

Total number of items sold = 7

CASHIER NAME: ANTHONY
C0206

041500017

4/30

Breakfast

12

firewood
CAFÉ

San Francisco Intl Airport
San Francisco, CA 94128
(650) 821-8963
SERIES 1

4 CHRISTIA

Tbl 28/1 Chk 760 Gst 1
 Apr30'17 04:41AM

1 LG WATER 4.50
XXXXXXXXXXXX3377
VISA 4.99

FOOD 4.50
TAX 0.40
EE Surcharge 0.09
TENDER 4.99

-----4 Check Closed-----
-----Apr30'17 04:42AM-----

Thank You.

Lunch

13

KS# 3 Apr.30'17 (Sun) 12:43

Side1 KVS Order 93

QTY ITEM TOTAL
1 Filet-O-Fish Meal 6.00
1 M Hot Tea

Subtotal 6.00
Tax 0.69

Take-Out Total 6.69

Cashless 6.69
Change 0.00

MER# 052909
CARD ISSUER ACCOUNT#
Visa Credit SALE *****3377
TRANSACTION AMOUNT 6.69
CHIP READ
AUTHORIZATION CODE - 210334
SEQ# 010748
Mode: ISSUER
AID: A0000000031010
TVR: 8080008000
IAD: 06010A03600000
TSI: 7800
ARC: 00

McDonald's Restaurant

4/30/17

Taxi

14

YELLOW CAB CO-OP
CAB # XXXX

04/30/2017 04:10
 Total Statistics
 FARE _____ \$ 46.40
 UNITS _____ 78
 EXTRAS _____ \$ 0.00
 TAX _____ \$ 0.00
 DISTANCE _____ 17.36 mi
 PAID DIST _____ 14.98 mi
 TRIPS _____ 1
 RESET COUNT _____ 255

Parking

16

SP Plus
 WESTCHESTER COUNTY AIRPORT
 281 Airport Rd.
 White Plains NY 10604
 PH. 914-946-0843

Rcpt# 44139
 04/30/17 17:05 L# 3 A# 1 Trn# 50994
 04/28/17 05:37 In 04/30/17 17:05 Out
 Tkt# 866412
 West AIRPORT \$ 83.82
 Total Tax \$ 6.18
 Total Fee \$ 90.00
 VISA \$ 90.00
 XXXXXXXXXXXX3377
 Approval No. :610350
 Reference No. :002032
 Change Due \$ 0.00

Have A Great Day!

UNITED  TSA PRE PREMIER ACCESS

WHITE PLAINS TO CHICAGO

UA3806 GATE BOARDING BEGINS: SEAT
HPN-ORD *** 6: 15A 3D**
 FRI APRIL 28 2017 BOARDING ENDS: 6: 25 AM WINDOW
 FLIGHT DEPARTS: 6: 40 AM ECONOMY
 FLIGHT ARRIVES: 8: 15 AM

OPERATED BY-EXPRESSJET AIRLINES DBA UNITED EXPRESS
 CONFIRMATION: IDPDRL
 TICKET: 016 2343734952

UNITED  TSA PRE PREMIER ACCESS

CHICAGO TO SAN FRANCISCO

UA769 GATE BOARDING BEGINS: SEAT
ORD-SFO 8: 30A 19C
 FRI APRIL 28 2017 BOARDING ENDS: 8: 55 AM AISLE
 FLIGHT DEPARTS: 9: 10 AM ECONOMY
 FLIGHT ARRIVES: 11: 45 AM

CONFIRMATION: IDPDRL
 TICKET: 016 2343734952

ADDED TO UPGRADE STA