

# Monthly Expense Report: Travel Expenses

The **monthly expense report** for travel expenses provides a detailed summary of all costs incurred during business trips, including transportation, accommodation, and meals. This report helps in tracking spending patterns and ensuring compliance with company budgets. Regular analysis of travel expenses enables better financial planning and cost control.

## Expense Summary - June 2024

Date	Trip Description	Category	Amount (USD)	Notes
2024-06-03	Client Meeting - NYC	Transportation	185.00	Flight to NYC
2024-06-04	Client Meeting - NYC	Accommodation	250.00	Hotel stay, 1 night
2024-06-04	Client Meeting - NYC	Meals	48.00	Lunch and Dinner
2024-06-12	Team Conference - Chicago	Transportation	320.00	Round-trip flight
2024-06-14	Team Conference - Chicago	Accommodation	480.00	Hotel stay, 2 nights
2024-06-14	Team Conference - Chicago	Meals	90.00	Meals during stay
Total			1,373.00	

## Expense Category Breakdown

- Transportation:** \$505.00
- Accommodation:** \$730.00
- Meals:** \$138.00

Prepared by: Jane Doe

Date: 2024-06-30