ATLAS TRAVEL CO.

Move well. Account clearly.

# Expense Report

NS-008-2026 · 4 August 2026

An employee expense report for recording business travel, categorized costs, receipts, reimbursement details, and manager approval.

## Employee and trip details

Record employee, department, cost center, business purpose, destination, travel dates, and reimbursement currency.

| Document control | Detail |
|---|---|
| Owner | Mara Klein |
| Reference | NS-008-2026 |
| Effective date | 4 August 2026 |
| Status | Ready for review |

## Expense items

List date, merchant, category, description, payment method, currency, exchange rate, tax, and reimbursable amount.

| Line item | Quantity | Unit amount | Total |
|---|---:|---:|---:|
| Expense items | 2 | 1,250.00 | 2,500.00 |
| Service and support | 1 | 480.00 | 480.00 |

## Receipts and exceptions

Confirm receipt evidence, identify missing documents, explain policy exceptions, and attach supporting approvals.

| Line item | Quantity | Unit amount | Total |
|---|---:|---:|---:|
| Receipts and exceptions | 2 | 1,250.00 | 2,500.00 |
| Service and support | 1 | 480.00 | 480.00 |

## Reimbursement summary

Present category totals, advances, non-reimbursable amounts, amount due, and payment destination.

| Line item | Quantity | Unit amount | Total |
|---|---:|---:|---:|
| Reimbursement summary | 2 | 1,250.00 | 2,500.00 |
| Service and support | 1 | 480.00 | 480.00 |

## Certification and approval

Capture employee certification, manager approval, finance review, comments, signatures, and dates.

| Line item | Quantity | Unit amount | Total |
|---|---:|---:|---:|
| Certification and approval | 2 | 1,250.00 | 2,500.00 |
| Service and support | 1 | 480.00 | 480.00 |

## Approval and signatures

By signing, the parties confirm that they have reviewed the document and accept the recorded decision or terms.

**Name ***

**Title or role ***

**Signature ***

**Date ***