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. **Review record:** Assign the owner, evidence, dependencies, decision date, and next action.

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. **Review record:** Assign the owner, evidence, dependencies, decision date, and next action.

Certification and approval

Capture employee certification, manager approval, finance review, comments, signatures, and dates. **Review record:** Assign the owner, evidence, dependencies, decision date, and next action.

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 *