Expense report

Customer visit, Riga · #1 · Northwind Trading (demo)

Owner	Daniel Novak (daniel@demo-northwind-trading-0661.demo)
Period	09/23/2026 – 09/26/2026
Status	In approval
Template	Business trip
Purpose	Quarterly review with a key customer
Department	Sales
Submitted	10/05/2026 7:52 p.m.

General expenses

#	Date	Category	Supplier / document	Paid with	Amount	Rate	In EUR
1	09/24/2026	Taxi	Baltic Taxi Taxi Annex 1	Personal card	24.60 EUR		24.60

Accommodation

#	Date	Category	Supplier / document	Paid with	Amount	Rate	In EUR
1	09/23/2026	Hotel	Hotel Bergs Riga 09/23/2026 – 09/26/2026 Hotel Annex 2	Company card	342.00 EUR		342.00

Transport

#	Date	Category	Supplier / document	Paid with	Amount	Rate	In EUR
1	09/23/2026	Flight	airBaltic OTP - RIX - OTP Flight Annex 3	Personal card	238.40 EUR		238.40

Per diem

Destination	Departure	Return	Meals provided	Days	Amount	In EUR
Latvia	09/23/2026 6:30 a.m.	09/26/2026 9:15 p.m.	lunch 1	4	129.50 EUR (−10.50 EUR for meals)	129.50

Personal car

Date	Route	Fuel	Vehicle	Km	Rate / km	Amount	In EUR
09/23/2026	Office - Airport (round trip: 2 × 38 km)	Petrol		76	0.3 EUR	22.80 EUR	22.80

Totals

Total expense report	757.30 EUR
To reimburse to the employee	415.30 EUR
of which per diem	129.50 EUR
of which personal car	22.80 EUR
Already paid by the company	342.00 EUR

Approval

Round 1 · Sales · In progress

Step	Approver	Decision	When	Comment
1. Team lead	Mihai Ionescu	Approved	10/05/2026 7:52 p.m.	Approved, thanks.
2. Finance (over 500 EUR)	Alex Morgan	Pending		
2. Finance (over 500 EUR)	Laura Becker	Pending		

Annexes

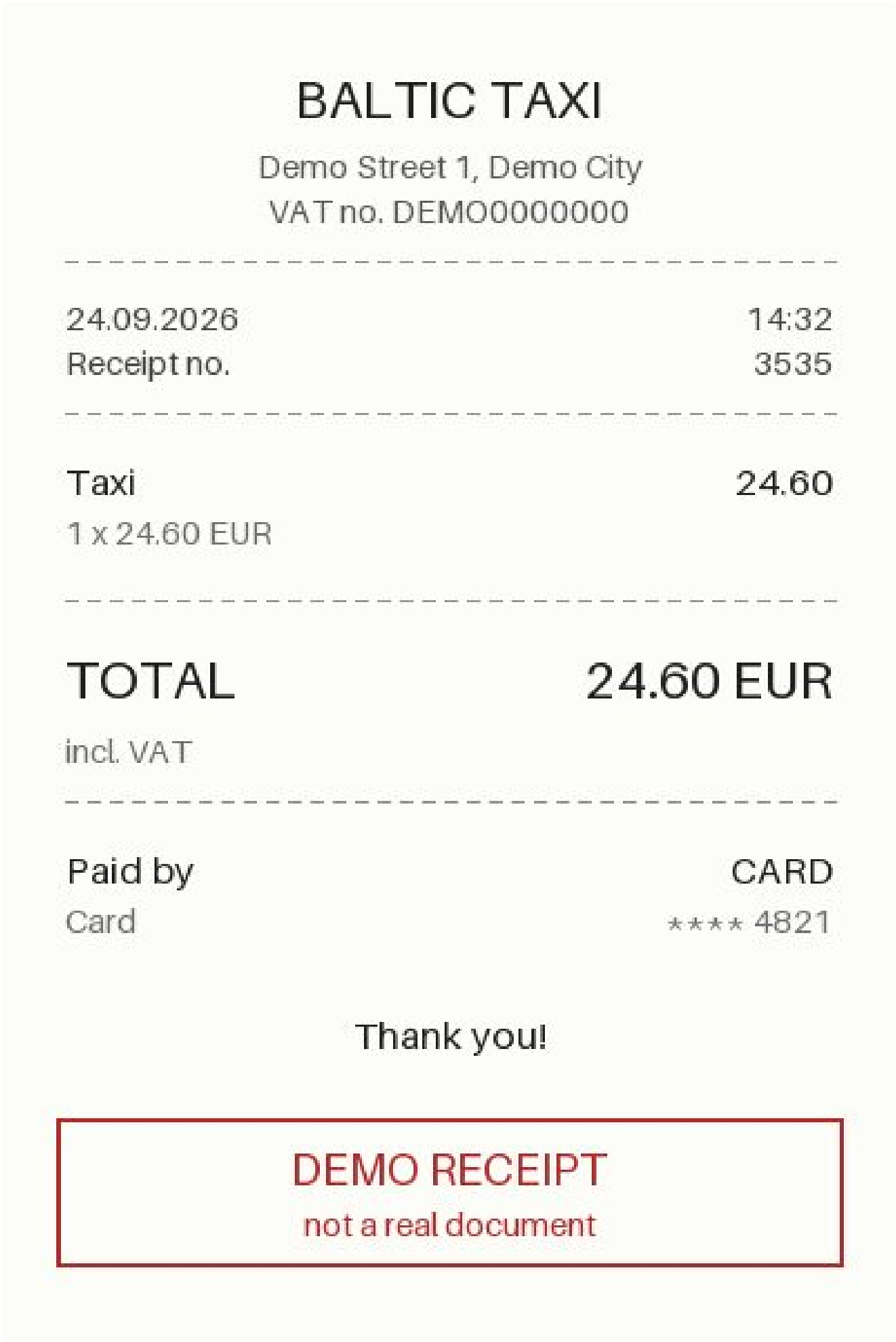
Annex	Line of the report	Document
1	General expenses #1	receipt.png

Annex	Line of the report	Document
2	Accommodation #1	receipt.png
3	Transport #1	receipt.png

Owner	Approved by	Accounting
Daniel Novak Signature	Mihai Ionescu Signature	 Signature

Generated on 10/05/2026 7:52 p.m. by Alex Morgan. Documents attached: 3.

Annex 1 · General expenses #1 · receipt.png



BALTIC TAXI

Demo Street 1, Demo City
VAT no. DEMO0000000

24.09.2026 14:32
Receipt no. 3535

Taxi 24.60
1 x 24.60 EUR

TOTAL 24.60 EUR

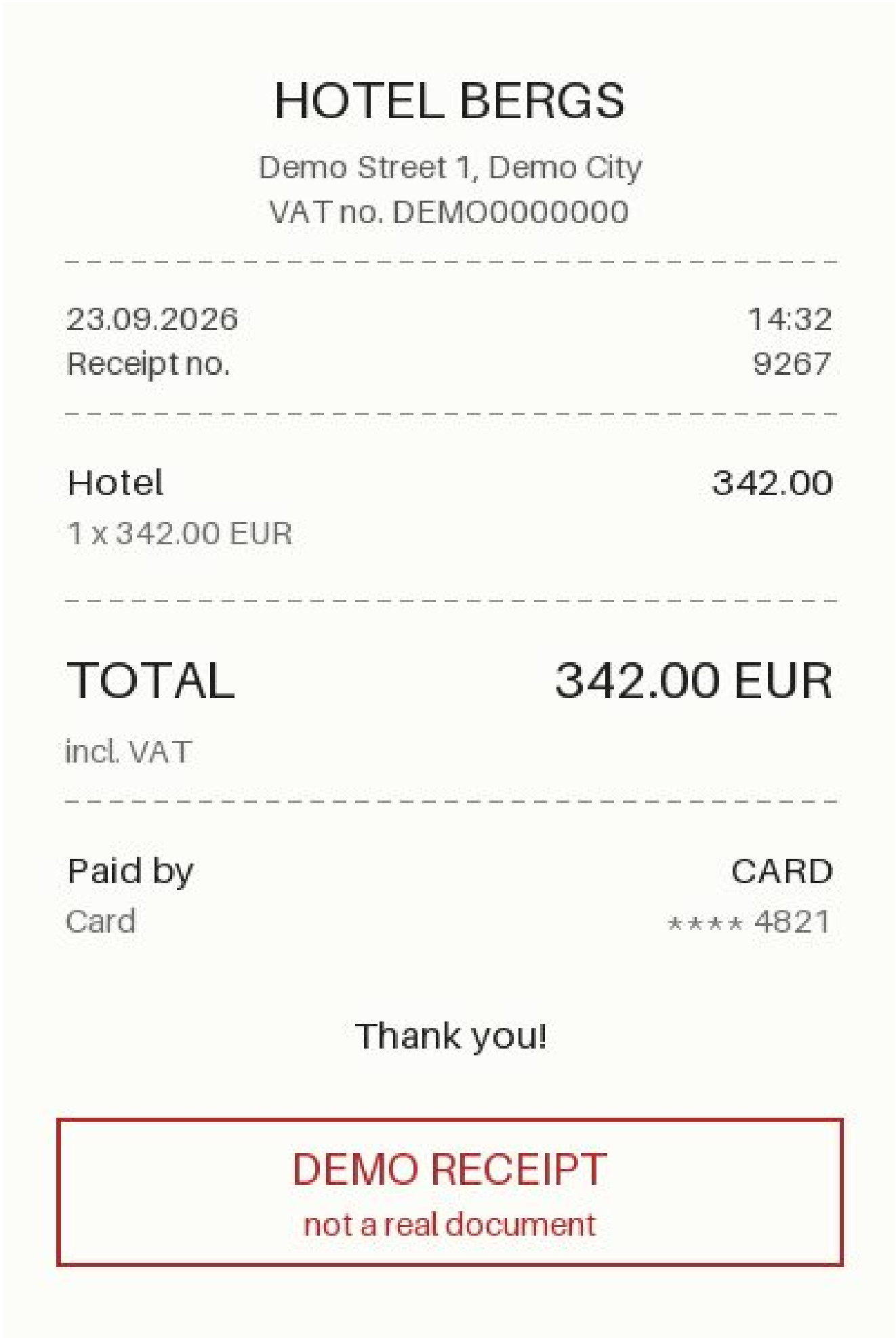
incl. VAT

Paid by CARD
Card **** 4821

Thank you!

DEMO RECEIPT
not a real document

Annex 2 · Accommodation #1 · receipt.png



HOTEL BERGS

Demo Street 1, Demo City
VAT no. DEMO0000000

23.09.2026 14:32
Receipt no. 9267

Hotel 342.00
1 x 342.00 EUR

TOTAL 342.00 EUR
incl. VAT

Paid by CARD
Card **** 4821

Thank you!

DEMO RECEIPT
not a real document

Annex 3 · Transport #1 · receipt.png

