

Expense report

Period from Sep 8, 2026

Period to Sep 10, 2026

Person Rafael Mendes

Date	Category	Merchant	Description	Currency	Amount	Tax	Payment method	Reimbursable
Sep 8, 2026	Travel	Rail	Rail ticket to the airport	EUR	89.50		Own card	yes
Sep 8, 2026	Lodging	Hotel	Hotel, 2 nights	EUR	236.00	21.45	Company card	no
Sep 9, 2026	Meals	Restaurant	Dinner with client	EUR	47.80		Own card	yes
Sep 10, 2026	Supplies	Airport shop	Travel adapter	JPY	1,980		Cash	yes
Sep 10, 2026	Travel	Taxi	Taxi to the office	USD	38.25		Own card	yes

Total (EUR)	373.30
Reimbursable (EUR)	€137.30
Not reimbursable (EUR)	236.00
Tax as entered (EUR)	21.45
Total (JPY)	1,980
Reimbursable (JPY)	¥1,980
Not reimbursable (JPY)	0
Tax as entered (JPY)	0
Total (USD)	38.25
Reimbursable (USD)	\$38.25
Not reimbursable (USD)	0.00
Tax as entered (USD)	0.00

Per category
EUR · Lodging: 236.00
EUR · Meals: 47.80
EUR · Travel: 89.50
JPY · Supplies: 1,980
USD · Travel: 38.25

Submitted by

Approved by

Date