

# Business Travel Claim Report



<b>Date:</b>	19 July 2012
<b>Vehicle</b>	MYCAR GP
<b>Cost/km:</b>	\$4.50/km
<b>Date period:</b>	1 June 2012 to 19 July 2012

<b>Employee Name:</b>	John Doe
<b>Employee Number:</b>	009
<b>Email Address:</b>	j.doe@sample.com
<b>Company Name:</b>	Sample Company
<b>Department:</b>	General

## Business Travel Summary

Date	Distance (km)	Amount
2012-06-01	35.56	160.04
2012-06-05	40.53	182.39
2012-06-12	75.22	338.50
2012-06-13	4.67	21.02
2012-06-15	25.15	113.18
2012-06-22	54.20	243.89
2012-06-28	12.16	54.72
2012-07-10	4.99	22.46
	<b>252.48</b>	<b>\$ 1,136.18</b>

## Business Travel Detail

Start Date	Start Location	End Location	Comment	Duration	Distance (km)	Amount
2012-06-01 09:50:08	Sample Company Office	Flora Clinic	Final contract meeting	00:14:49	18.07	81.32
2012-06-01 11:31:04	Flora Clinic	Sample Company Office	Return from final contract meeting	00:14:35	17.49	78.71
2012-06-05 09:18:18	Sample Company Office	Pinnacle Micro	Collect computer order	00:30:30	18.78	84.53
2012-06-05 10:33:46	Pinnacle Micro	Sample Company Office		00:24:25	17.79	80.05
2012-06-05 14:10:35	The Baron	The Baron	Board members' lunch	00:01:32	0.69	3.09
2012-06-05 15:06:42	The Baron	Sample Company Office	Return from board members' lunch	00:06:06	3.27	14.72
2012-06-12 09:40:54	Fourways Mall	Pinnacle Micro	Collect company order	00:21:51	18.03	81.12
2012-06-12 11:36:52	Pinnacle Micro	Sample Company Office		00:36:41	22.85	102.83
2012-06-12 13:45:23	Sample Company Office	Supplier	Contract meeting	00:22:55	16.89	76.01
2012-06-12 15:52:56	Supplier	Sample Company Office	Return from contract meeting	00:29:04	17.45	78.53

2012-06-13 12:25:27	Red Sock Ltd	Sample Company Office	Return from weekly ops meeting	00:09:20	4.67	21.02
2012-06-15 13:16:29	Sample Company Office	PR Consultants	Meeting with PR people	00:18:51	10.46	47.07
2012-06-15 14:33:18	PR Consultants	The Bakery	Return from meeting with PR people	00:29:39	14.69	66.10
2012-06-22 09:05:22	Sample Company Office	Supplier	Discuss new products	00:27:27	16.90	76.03
2012-06-22 11:44:37	Supplier	Sample Company Office		00:24:22	16.95	76.27
2012-06-22 14:09:40	Sample Company Office	Xlink	Plan roll out	00:15:10	9.73	43.78
2012-06-22 15:17:35	Xlink	Sample Company Office		00:18:21	10.62	47.81
2012-06-28 16:24:56	Xlink	Sample Company Office		00:22:54	12.16	54.72
2012-07-10 14:01:09	Sample Company Office	The Baron		00:04:40	2.13	9.60
2012-07-10 14:41:59	The Baron	Sample Company Office		00:07:09	2.86	12.86
<b>Totals</b>				<b>06:20:21</b>	<b>252.48</b>	<b>\$ 1,136.18</b>