Expense report for **Ben Foster**

Expense:	Customer Implementation Trip	**Reimbursable:**	175.46
Client:	Apex Systems Group	**Non-Reimbursable:**	426.68
Date:	08/24/2026	**Total:**	602.14
Notes:			

Expense Items

Date	Project	Category	Billable	Reimbursable	Total
08/24/2026	Cybersecurity Upgrade	Lodging	Yes	No	426.68
Notes: *2 nights*					
08/24/2026	Cybersecurity Upgrade	Meals	No	Yes	34.10
08/24/2026	Cybersecurity Upgrade	Mileage for 2026 (0.76 per mile x 186.00 miles)	No	Yes	141.36
Notes: *Office to customer site*					

I certify that the above expenses are correct.

Employee Signature Date

Manager Signature Date

Print Date: 08/24/2026

THE CORNER KITCHEN

DENVER, CO

1433 Curtis Street
Denver, CO 80202
303-555-0198

Server: Maria — Table 12

Check #: 345678 — Date: 08/13/2026

Time: 12:47 PM

Item	Amount
Grilled Chicken Sandwich	16.50
Caesar Salad	5.75
Iced Tea	2.95
Coffee	2.75
Tip	3.62
Subtotal	31.57
Sales Tax	2.53
Total	**34.10**

Paid

Visa **** **** **** 1234 — 34.10

Thank you!
We appreciate your business.

MARRIOTT

Denver Downtown at Convention Center
1750 Welton Street
Denver, CO 80202
303-292-9100

Guest Name:	John Smith
Room Number:	1523
Folio Number:	87654321
Arrive:	08/12/2026 3:15 PM
Depart:	08/14/2026 11:00 AM
No. of Guests:	1'
Rate Plan:	Corporate Flexible

Date	**Description**	**Charges**
08/12/2026	Room Charge	189.00
08/12/2026	Destination Marketing Fee	2.00
08/12/2026	State Sales Tax	16.67
08/12/2026	Occupancy Tax	5.67
08/13/2026	Room Charge	189.00
08/13/2026	Destination Marketing Fee	2.00
08/13/2026	State Sales Tax	16.67
08/13/2026	Occupancy Tax	5.67

Total Charges	426.68
Visa **** **** **** 1234	-426.68
Balance Due	**0.00**

Thank you for staying with us!

Signature: ______________________________