Tallgrass Consulting
Finance · expenses@tallgrass.example

EXPENSE REPORT

ER-2026-1187

EMPLOYEE

Name	**Marcus J. Ellison**
Employee ID	TG-0452
Department	Sales

TRIP

Purpose	Client workshop, Chicago
Period	03 Nov - 07 Nov 2026
Submitted	09 Nov 2026

EXPENSES

Date	Category	Merchant / description	Amount
03 Nov	Airfare	Delta Air Lines, round trip	$412.60
04 Nov	Lodging	Marriott Chicago, 3 nights	$536.40
05 Nov	Meals	Client dinner	$48.75
05 Nov	Ground transport	Taxi from airport	$32.10
06 Nov	Meals	Team lunch	$61.20
07 Nov	Parking	Airport parking	$24.00

Total expenses	**$1,115.05**
Advance received	$300.00
Amount to reimburse	**$815.05**

Employee signature

Manager approval