

Finance Space

Collaborative Financial Team Room

Expense Description:

Expense Amount:

Expense Date:

Choose category:

<input type="text" value="Food"/>	<input type="text" value="Description"/>	<input type="text" value="100"/>	<input type="text" value="2009-05-01"/>
<input type="text" value="Food"/>	<input type="text" value="Description"/>	<input type="text" value="100"/>	<input type="text" value="2009-05-02"/>
<input type="text" value="Travel"/>	<input type="text" value="Description"/>	<input type="text" value="200"/>	<input type="text" value="2009-05-02"/>
<input type="text" value="Personal"/>	<input type="text" value="Description"/>	<input type="text" value="75"/>	<input type="text" value="2009-05-03"/>
<input type="text" value="Housing"/>	<input type="text" value="Description"/>	<input type="text" value="100"/>	<input type="text" value="2009-05-04"/>
<input type="text" value="Personal"/>	<input type="text" value="Description"/>	<input type="text" value="50"/>	<input type="text" value="2009-05-05"/>

200 Travel
 200 Food
 100 Housing
 125 Personal

June 30, 2009
 Travel Accounting Department
 AAA Consulting
 123 5th Avenue, New York, NY 10012

Dear Sirs,
 Please find outlined below the expenses for my recent trip, to Disney World in Orlando, Florida,

for which I am requesting reimbursement as business related charges according to the relevant travel policies outlined below.

Please forward payment to my business address at: 555 Avenue of the Americas, New York, NY 10012.

Regards, Charlie Wiecha

att: expense details

Table of Contents: Expense Details

Travel expenses

[Policy description](#)

[Actual expenses](#)

Food expenses

[Policy description](#)

[Actual expenses](#)

Housing expenses

[Policy description](#)

[Actual expenses](#)

Personal expenses

[Policy description](#)

[Actual expenses](#)

Travel expenses

Policy description

Conditional section outlining the reimbursable expenses allowed in this category, along with the per diem limits etc.

Actual expenses

Text reporting on total amount in this category. Also the date range in running text format (min, max).

The total expense in the Travel category is: 200

Let's draw a second time using XForms: The total expense in the Travel category is: 200

Food expenses

Policy description

Conditional section outlining the reimbursable expenses allowed in this category, along with the per diem limits etc.

Actual expenses

Text reporting on total amount in this category. Also the date range in running text format (min, max).

The total expense in the Food category is: 200

Housing expenses

Policy description

Conditional section outlining the reimbursable expenses allowed in this category, along with the per diem limits etc.

Actual expenses

Text reporting on total amount in this category. Also the date range in running text format (min, max).

The total expense in the Housing category is: 100

Personal expenses

Policy description

Conditional section outlining the reimbursable expenses allowed in this category, along with the per diem limits etc.

Actual expenses

Text reporting on total amount in this category. Also the date range in running text format (min, max).

The total expense in the Personal category is: 125