Expense report

Northwind Studio

Employee Jordan Ellis
Purpose Discovery interviews at Contoso Books, Toronto
Dates November 2, 2026 to November 4, 2026

Date	Category	What it was	Amount
Nov 2	Travel	Bus, Port Elgin to Kitchener, return	64.00
Nov 2	Travel	Train, Kitchener to Toronto Union, return	86.40
Nov 2	Lodging	Hotel, two nights, taxes included	412.30
Nov 2	Meals	Dinner	38.75
Nov 3	Meals	Lunch with the shop's team, four people	126.20
Nov 3	Supplies	Sticky notes and markers for the workshop	23.45
Nov 3	Meals	Dinner	41.10
Nov 4	Travel	Subway fares, three days	19.80
Nov 4	Meals	Lunch at the station	16.85

Travel: 170.20
Lodging: 412.30
Meals: 222.90
Supplies: 23.45

Pay back by Bank transfer

To pay back: 828.85 CAD

I confirm these expenses were for the business and sign below.

Employee, Jordan Ellis _____ Date _____

Approved by the manager _____ Date _____