

TRAVEL COST BUDGET

Ref: BT-2024-001

Employee: Jane Doe
Department: Operations
Destination: London, UK
Period: Oct 12 - Oct 15

DATE	TYPE	DESCRIPTION / ROUTE	STATUS	ESTIMATED COST
Oct 12	Train	Heathrow Express to Paddington	Planned	\$32.00
Oct 12	Subway	Zone 1-2 Daily Cap (Oyster)	Planned	\$11.50
Oct 13	Subway	Zone 1-2 Daily Cap (Oyster)	Planned	\$11.50
Oct 14	Bus	City Center to Conference Hall	Planned	\$4.20
Oct 15	Train	Paddington to Heathrow Express	Planned	\$32.00
Total Estimated Budget				\$91.20

Notes: Standard fares applied. Estimates based on current exchange rates.

Manager Approval Signature