RIDESHARE & TAXI EXPENSE REPORT

Client-Billable Travel Reimbursement Form

Employee Name:
Department:
Submit Date:
Pay Period / Range:
Manager / Approver:
Total Claim Amount:

Date	Provider	Business Purpose	Origin & Destination	Client / Project Code	Fare	Total
				Total Reimbursement Requested:		

Submission Guidelines:

- Attach official electronic receipts or ride summaries for all rideshare (Uber, Lyft, etc.) and taxi fares listed.
- Ensure the Client Name and Project Code are accurately filled for cross-referencing and direct invoicing.
- Tips are reimbursable up to the standard company policy limit.

Employee Signature Date

Approver Signature Date