

Expense Report: Seattle Planning Sessions 11/12-11/14/2025, Denver Meeting 10/29-10/30



Expenses: Lodging, Meals & Misc

Name

Department

Period

Date

Authorized by

Instructions:  
fill out the appropriate sections.  
Create a tab for each receipt.  
(See McDonald's example) Submit  
to Receipts@loop.tv

Date	Description of Expense	Airfare	Lodging	Taxes	Ground Transportation (gas, rental, taxi)	Meals & Tips	Conf. & seminars	Miles	Mileage reimbursement	Miscellaneous	Total
10/29/2025	Airport Parking	\$ -	\$ -	\$ -	\$ -		\$ -		\$ -	\$ 56.37	\$56.37
10/29/2025	Springhill Suites	\$ -	\$ 241.45	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$241.45
10/29/2025	Delta Airlines	\$ 396.97	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$396.97
10/30/2025	United Airlines	\$ 268.48	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$268.48
10/30/2025	Delta Airlines (refund return flight)	\$ (208.49)	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	-\$208.49
10/29/2025	Lyft	\$ -	\$ -	\$ -	\$ 62.21	\$ -	\$ -		\$ -	\$ -	\$62.21
11/12/2025	Parking	\$ -	\$ -	\$ -	\$ 20.00	\$ -	\$ -		\$ -	\$ -	\$20.00
11/13/2025	Parking	\$ -	\$ -	\$ -	\$ 20.00	\$ -	\$ -		\$ -	\$ -	\$20.00
11/14/2025	Parking	\$ -	\$ -	\$ -	\$ 18.00	\$ -	\$ -		\$ -	\$ -	\$18.00
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$0.00
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	0.00
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	0.00
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	0.00
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	0.00
	<b>Total</b>	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	\$874.99

NOTES: