

QUANTUM DYNAMICS CORPORATION  
EMPLOYEE EXPENSE REPORT  
FISCAL YEAR 2024

EMPLOYEE INFORMATION:  
Name: Dr. Alexandra Chen-Martinez, PhD  
Employee ID: QD-2022-1457  
Department: Advanced Research & Development  
Cost Center: CC-ARD-NA-003  
Project Codes: QD-QUANTUM-2024-01, QD-AI-2024-03  
Position: Principal Research Scientist  
Reporting Manager: Dr. James Thompson

TRIP/EXPENSE PERIOD:  
Start Date: November 15, 2024  
End Date: December 10, 2024  
Purpose: International Conference Attendance & Client Meetings  
Locations: Tokyo, Japan → Singapore → Sydney, Australia

CURRENCY CONVERSION RATES APPLIED:  
JPY (¥) → USD: 0.0068 (as of 11/15/2024)  
SGD (S\$) → USD: 0.74 (as of 11/28/2024)  
AUD (A\$) → USD: 0.65 (as of 12/03/2024)

ITEMIZED EXPENSES:

Date	Category	Description	Original	Currency	USD
11/15/2024	Transportation	JFK → NRT Business Class	4,250.00	USD	4,250.00
		Booking Ref: QF78956 - Corporate Rate Applied			
		Project Code: QD-QUANTUM-2024-01			
11/16/2024	Accommodation	Hilton Tokyo - 5 nights	225,000	JPY	1,530.00
		Confirmation: HTK-2024-78956			

| Room Type: Business Executive  
| Includes breakfast & WiFi

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11/17/2024 | Meals | Client Dinner - Sushi Zen | 45,600 | JPY | 310.08  
| Attendees: 4 (See attached list)  
| Project Code: QD-AI-2024-03

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11/18/2024 | Conference | Quantum Computing Summit | 2,500.00 | USD | 2,500.00  
to | Registration | Early Bird Rate  
11/20/2024 | Receipt #: QCS-2024-1234  
| Includes workshop materials

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11/21/2024 | Transportation | NRT → SIN Economy Premium | 875.00 | USD | 875.00  
| Booking Ref: SQ45678

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11/22/2024 | Accommodation | Marina Bay Sands - 4 nights | 1,780 | SGD | 1,317.20  
to | Confirmation: MBS-11224  
11/25/2024 | Room Type: Club Room  
| Includes airport transfer

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11/23/2024 | Client Meeting | Meeting Room Rental | 450 | SGD | 333.00  
| Venue: Business Center  
| Duration: Full Day  
| Project: QD-AI-2024-03

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11/26/2024 | Transportation | SIN → SYD Business Class | 2,150.00 | USD | 2,150.00  
| Booking Ref: QF98765

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11/27/2024 | Accommodation | Shangri-La Sydney - 6 nights | 2,880 | AUD | 1,872.00  
to | Confirmation: SLS-45678  
12/02/2024 | Harbor View Suite

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11/29/2024 | Entertainment | Client Event - Opera House | 1,200 | AUD | 780.00  
| 5 attendees (See attached list)

| Project: QD-QUANTUM-2024-01

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12/01/2024 | Transportation | Local Transportation | 245 | AUD | 159.25  
| Various Uber/Taxi receipts  
(Itemized in attachment A)

12/03/2024 | Transportation | SYD → JFK Business Class | 3,875.00 | USD | 3,875.00  
Booking Ref: QF11223

EXPENSE SUMMARY BY CATEGORY:

Transportation: \$11,309.25  
Accommodation: \$4,719.20  
Meals: \$310.08  
Conference: \$2,500.00  
Client Meetings: \$333.00  
Entertainment: \$780.00

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Subtotal: \$19,951.53  
VAT Recoverable: -\$1,245.80  
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Total: \$18,705.73

COST ALLOCATION:

Project QD-QUANTUM-2024-01: 65% (\$12,158.72)  
Project QD-AI-2024-03: 35% (\$6,547.01)

APPROVAL STATUS:

Submitted by: Dr. Alexandra Chen-Martinez Date: 12/11/2024  
Line Manager Approval: Dr. James Thompson Date: 12/11/2024  
Finance Review: Pending  
Payment Status: Pending

ATTACHMENTS:

1. Original Receipts (24 pages)
2. Client Meeting Attendee Lists
3. Conference Participation Certificate
4. Local Transportation Details (Attachment A)
5. Corporate Credit Card Statements

COMPLIANCE NOTES:

- All expenses comply with QDC-Travel-Policy-2024
- Business class approved for flights >6 hours
- Entertainment expenses pre-approved by Regional Director
- Per diem rates not claimed (actual expenses submitted)

Internal Use Only

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