# Expense report

Compensation, actual reimbursements and per diem, kept separate.

Trip: Northwind Aviation · KTEB–KPBI
Dates: Oct 14, 2026 – Oct 17, 2026 · trip timezone UTC
Aircraft: Sample aircraft · Tail: — · Position: —
Pay path: Direct invoice · Submission method: Email
Prepared: 2026-11-15 22:21 UTC
Prepared for: Northwind Aviation (fictional)
Prepared by: Fictional Alex Morgan

## Compensation (contract days)

| | |
|---|---|
| **4 billed contract days** | **$6,000.00** |

A day pays once however many activities it holds. Non-billable days pay nothing and are listed below at zero.

## Per diem allowance

| | |
|---|---|
| **$50.00 × 4 allowance-eligible days (full days only)** | **$200.00** |

## Actual reimbursements (confirmed expenses)

| | |
|---|---|
| **Owed back to the pilot — USD** | **$657.55** |
| You paid — USD | $657.55 |
| Paid by client / company — USD (never owed to you) | $0.00 |

Each currency is reported on its own. Nothing is converted unless the pilot entered a rate on that record.

## Contract days

| | |
|---|---|
| Oct 14, 2026 · Position to KTEB, preflight · rate override · allowance-eligible | $1,450.00 |
| Oct 15, 2026 · KTEB–KPBI with passengers · rate override · allowance-eligible | $1,650.00 |
| Oct 16, 2026 · Standby at KPBI · rate override · allowance-eligible | $1,450.00 |
| Oct 17, 2026 · KPBI–KTEB, return · rate override · allowance-eligible | $1,450.00 |

## Confirmed expenses in detail

Oct 14, 2026 · DEMO Hotel · first night · Lodging / Hotel · $210.50 · paid by the pilot · marked reimbursable · receipt attached

Oct 15, 2026 · DEMO Caterer · passenger catering · Catering · $185.00 · paid by the pilot · marked reimbursable · receipt attached

Oct 16, 2026 · DEMO Hotel · second night · Lodging / Hotel · $199.00 · paid by the pilot · marked reimbursable · receipt attached

Oct 17, 2026 · DEMO Ground Transport · tip · Tips · $63.05 · paid by the pilot · marked reimbursable · receipt attached

## What this document is

- Compensation, actual reimbursements and per diem allowances are separate amounts and are not combined.
- Unconfirmed expense drafts are excluded from every total and listed separately.
- Costs paid by the client or company are reported separately and never counted as owed to the pilot.
- Nothing in this package has been sent anywhere. Downloading it is not a submission, an approval or a payment.
- No tax identifier is printed on the invoice, and no Vault document is included unless it was selected for this package.