After trip expense reconciliation

Close out travel spending and pending refunds after returning.

Three steps

1. Review actual receipts
2. Record outstanding refunds
3. Reconcile when payments clear

A worked example

Expense	Hotel
Estimated	240
Paid	260
Refund expected	20
Next action	Check refund

A 20 refund would bring net expense to 240.

Currency conversions and refunds can differ.

After trip expense reconciliation

Use one row per item or decision. Start with what you know.

Expense	Estimated	Paid	Refund expected	Next action

My next action / when