

September travel reimbursement

From: Alex Morgan <alex@example.com>

To: Sam <sam@example.com>

Date: 2026-09-28 09:10:00 UTC

Attachments: 2 original files, saved alongside this PDF

Hi Sam,

Here is the receipt and expense breakdown. Original files are attached.

Item	Amount
Train	€42.50
Hotel	€86.00
Total	€128.50

See the [expense guide](#).

Thanks,
Alex

Re: September travel reimbursement

From: Alex Morgan <alex@example.com>

To: Sam <sam@example.com>

Date: 2026-09-29 10:24:00 UTC

Thanks, Alex. Both files received and the amount looks correct.

Sam