<table>
<thead>
<tr>
<th>Month, Year</th>
<th>Destination</th>
<th>Reason for journey/expenditure</th>
<th>Class of travel</th>
<th>Cost of travel/expense</th>
<th>Number of nights in accommodation</th>
<th>Cost of accommodation</th>
<th>Method of payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 2018</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Credit card</td>
</tr>
</tbody>
</table>