

TRAVEL EXPENSE REPORT

Name	Department Name	Email Address	Account to be Charged
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EXPLAIN PURPOSE OF TRIP

CHECK ONE OR MORE

<input type="checkbox"/> Sales - Serv. Training	<input type="checkbox"/> Recruiting	} TRADE SHOW
<input type="checkbox"/> New Employee Relocation	<input type="checkbox"/> Participant	
<input type="checkbox"/> General Travel (Explain)	<input type="checkbox"/> Attendee	

PART I EXPENSES

(EXPLAIN PREPAID/CHARGED AMOUNTS IN PART II BELOW.)

TRANSPORTATION

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	
City Visited								TOTALS
Date								
Air/Rail								
AutoRental Taxi, Bus								
Gasoline								
Misc.*								

SUB TOTAL TRANSPORTATION:

LODGING & MEALS

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	
Room								TOTALS
Breakfast								
Lunch								
Dinner								
Business Conference								
Misc.**								

SUB TOTAL LODGING & MEALS:

DAILY TOTALS

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
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Was any part of the trip personal? YES NO
 If yes, explain in PART II.

TOTAL TRIP AMOUNT:

PART II EXPLANATIONS

	Prepaid	Amount
A	<input type="checkbox"/> YES	
B	<input type="checkbox"/> YES	
C	<input type="checkbox"/> YES	
D	<input type="checkbox"/> YES	
E	<input type="checkbox"/> YES	
F	<input type="checkbox"/> YES	

SIGNATURES

Employee	Date
Approval (Authorized Dept. Head)	Date

CASH ADVANCE	
PREPAID TOTAL	
EXPENSES TOTAL	
DUE COMPANY	
DUE EMPLOYEE	