

# 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	} <b>TRADE SHOW</b>
<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								<b>TOTALS</b>
Date								
Air/Rail								
AutoRental Taxi, Bus								
Gasoline								
Misc.*								

**SUB TOTAL TRANSPORTATION:**

### LODGING & MEALS

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

**SUB TOTAL LODGING & MEALS:**

### DAILY TOTALS

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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

<b>CASH ADVANCE</b>	
<b>PREPAID TOTAL</b>	
<b>EXPENSES TOTAL</b>	
<b>DUE COMPANY</b>	
<b>DUE EMPLOYEE</b>	