

TRAVEL EXPENSE REPORT

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

CHECK ONE OR MORE

☐ Sales - Serv. Training	☐ Recruiting	] TRADE SHOW
☐ New Employee Relocation	☐ Participant	
☐ General Travel (Explain)	☐ Attendee	

PART I

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

Submit

Clear

Cancel

TRANSPORTATION

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

SUB TOTAL: TRANSPORTATION

LODGING & MEALS

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

SUB TOTAL: LODGING & MEALS

DAILY TOTALS

Was any part of the trip personal? ☐ YES ☐ NO If yes, explain in PART II.

TOTAL TRIP AMOUNT

PART II

Explanations

Prepaid

Amount

A	☐ YES	
B	☐ YES	
C	☐ YES	
D	☐ YES	
E	☐ YES	
F	☐ YES	

SIGNATURES

Employee	Date 03/24/2011
Approval (Authorized Dept. Head)	Date

CASH ADVANCE

PREPAID TOTAL

EXPENSES TOTAL

DUE COMPANY

DUE EMPLOYEE