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TRAVEL EXPENSE REPORT

EMPLOYEE	DEPARTMENT	TRIP PURPOSE / DESTINATION	DATES	REPORT NO.

Day	Date	Airfare / rail	Lodging	Breakfast	Lunch	Dinner	Taxi / transit	Other	Daily total
Day 1									
Day 2									
Day 3									
Day 4									
Day 5									
Day 6									
Day 7									

Trip total	
Less advance	
Less paid on company card	
Amount due to employee	

NOTES (MISSING RECEIPTS, PERSONAL DAYS, ATTENDEES AT MEALS)

Employee signature / date

Approved by / date

Finance / date