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TRAVEL EXPENSE REPORT

EMPLOYEE	DEPARTMENT / COST CENTER	TRIP PURPOSE	DESTINATION	DATES

Date	Description	Category	Vendor	Paid by	Amount	Cur.	Rate	USD	Receipt
									☐
									☐
									☐
									☐
									☐
									☐
									☐
									☐
									☐
									☐
									☐
Totals									

Mileage (personal car)

Miles	Rate per mile	Mileage total

Summary

Paid by company card	Cash advance

Expenses + mileage	
Due to employee (negative: owed back)	

Employee signature

Approved by

Date