|  |
| --- |
| TRAVEL EXPENSES |

|  |  |  |  |
| --- | --- | --- | --- |
| Name | [Name] | Department | [Department] |
| Email | [Email] | Approved by | [Approved by] |
| Employee ID | [Employee ID] | Purpose | [Purpose] |

|  |
| --- |
| Trip Hours |

|  |  |  |
| --- | --- | --- |
| **Dates** | Hours | **How spent** |
| [Date] | [Hours] | [How spent] |
| [Date] | [Hours] | [How spent] |
| [Date] | [Hours] | [How spent] |
| [Date] | [Hours] | [How spent] |

|  |
| --- |
| Expenses |

|  |  |  |  |
| --- | --- | --- | --- |
| **Category** | **Dates** | **Details** | **Amount** |
| [Transportation] | [Date] | [Air | Parking | Rental car | Taxi | Other | Item not listed] | **[Amount]** |
|  | [Date] | [Air | Parking | Rental car | Taxi | Other | Item not listed] | **[Amount]** |
|  | [Date] | [Air | Parking | Rental car | Taxi | Other | Item not listed] | **[Amount]** |
|  | [Date] | [Air | Parking | Rental car | Taxi | Other | Item not listed] | **[Amount]** |
| [Own car] | [Date] | **[Mileage]** [Mileage] | **[Amount]** |
| [Lodging] | [Date] | **Location** [Location] | **[Amount]** |
|  | [Date] | **Location** [Location] | **[Amount]** |
| [Dates] | [Date] | **Location** [Location] | **[Amount]** |
|  | [Date] | **Location** [Location] | **[Amount]** |
| [Meals] | [Date] | (Not to exceed $50/day) | **[Amount]** |
|  | [Date] | (Not to exceed $50/day) | **[Amount]** |
|  | [Date] | (Not to exceed $50/day) | **[Amount]** |
|  | [Date] | (Not to exceed $50/day) | **[Amount]** |
| [Conference fees] | [Date] | **Purpose** [Purpose] | **[Amount]** |
|  | [Date] | **Purpose** [Purpose] | **[Amount]** |
| [Other] | [Date] | **Purpose** [Purpose] | **[Amount]** |
|  | [Date] | **Purpose** [Purpose] | **[Amount]** |
|  | [Date] | **Purpose** [Purpose] | **[Amount]** |
|  | [Date] | **Purpose** [Purpose] | **[Amount]** |
|  |  | Subtotal | **[Amount]** |
|  |  | Less amount paid by company | **[Amount]** |
|  |   | Total amount owing to employee | **[Amount]** |

|  |  |  |
| --- | --- | --- |
|  |  |  |
| **[Signature]** |  | **[Date]** |