

TRAVEL EXPENSES

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

| TRIP HOURS | Dates | Hours | How spent |
|------------|----------------------|-------|-----------|
| | <input type="text"/> | | |
| | <input type="text"/> | | |
| | <input type="text"/> | | |
| | <input type="text"/> | | |

| EXPENSES | Dates | Details | Amount |
|-----------------|----------------------|--|--------|
| Transportation | <input type="text"/> | <input type="text"/> [Item not listed] | \$ |
| | <input type="text"/> | <input type="text"/> [Item not listed] | \$ |
| | <input type="text"/> | <input type="text"/> [Item not listed] | \$ |
| | <input type="text"/> | <input type="text"/> [Item not listed] | \$ |
| Own car | <input type="text"/> | Mileage [Mileage] | \$ |
| Lodging | <input type="text"/> | Location [Location] | \$ |
| | <input type="text"/> | Location [Location] | \$ |
| | <input type="text"/> | Location [Location] | \$ |
| | <input type="text"/> | Location [Location] | \$ |
| Meals | <input type="text"/> | Not to exceed \$50/day) | \$ |
| | <input type="text"/> | Not to exceed \$50/day) | \$ |
| | <input type="text"/> | Not to exceed \$50/day) | \$ |
| | <input type="text"/> | Not to exceed \$50/day) | \$ |
| Conference fees | <input type="text"/> | Purpose [Purpose] | \$ |
| | <input type="text"/> | Purpose [Purpose] | \$ |
| Other | <input type="text"/> | Purpose [Purpose] | \$ |
| | <input type="text"/> | Purpose [Purpose] | \$ |
| | <input type="text"/> | Purpose [Purpose] | \$ |
| | <input type="text"/> | Purpose [Purpose] | \$ |
| Subtotal | | | \$ |

| EXPENSES | Dates | Details | Amount |
|--------------------------------|-------|---------|--------|
| Less amount paid by company | | | \$ |
| Total amount owing to employee | | | \$ |

Signature

Date