|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Travel Expenses | | | | | | | |  | |
| Name | Click here to enter text. | | | | | | |  | |
| Employee ID |  | | | | | | |  | |
| Purpose | Click here to enter text. | | | | | | |  | |
| Department | Choose an item. | | | | | | |  | |
| Approved by |  | | | | | | | | |
| Trip hours | | Dates | Hours | | | How spent | | | |
|  | | Click here to enter a date. |  | | | Click here to enter text. | | | |
|  | | Click here to enter a date. |  | | | Click here to enter text. | | | |
|  | | Click here to enter a date. |  | | | Click here to enter text. | | | |
|  | | Click here to enter a date. |  | | | Click here to enter text. | | | |
| Expenses | | Dates | Details | | | | | | Amount |
| Transportation | | Click here to enter a date. | Air | Taxi | Rental car | | Other | |  |
|  | | Click here to enter a date. | Air | Taxi | Rental car | | Other | |  |
|  | | Click here to enter a date. | Air | Taxi | Rental car | | Other | |  |
|  | | Click here to enter a date. | Air | Taxi | Rental car | | Other | |  |
| Own car | | Click here to enter a date. | Mileage Click here to enter text. | | | | | |  |
| Lodging | | Click here to enter a date. | Location Click here to enter text. | | | | | |  |
|  | | Click here to enter a date. | Location Click here to enter text. | | | | | |  |
|  | | Click here to enter a date. | Location Click here to enter text. | | | | | |  |
|  | | Click here to enter a date. | Location Click here to enter text. | | | | | |  |
| Meals | | Click here to enter a date. | (Not to exceed $50/day) | | | | | |  |
|  | | Click here to enter a date. | (Not to exceed $50/day) | | | | | |  |
|  | | Click here to enter a date. | (Not to exceed $50/day) | | | | | |  |
|  | | Click here to enter a date. | (Not to exceed $50/day) | | | | | |  |
| Conference fees | | Click here to enter a date. | Purpose Click here to enter text. | | | | | |  |
|  | | Click here to enter a date. | Purpose Click here to enter text. | | | | | |  |
| Other | | Click here to enter a date. | Purpose Click here to enter text. | | | | | |  |
|  | | Click here to enter a date. | Purpose Click here to enter text. | | | | | |  |
|  | | Click here to enter a date. | Purpose Click here to enter text. | | | | | |  |
|  | | | | | | | | | |
| Subtotal | | | | | | | | | **$0.00** |
| Less amount paid using company’s credit card | | | | | | | | | **($0.00)** |
| Total amount owing to employee | | | | | | | | |  |

Please attach receipts for all listed expenses, sign the form and send to the Finance Department.