

Travel Expenses

Name			Employee ID <small>(HR USE)</small>			
E-mail			Department <small>(HR USE)</small>			
Purpose			Approved by <small>(Dept Head)</small>			
Trip hours	Dates	Hours	How spent			
Expenses	Dates	Details		Amount		
Transportation		<input type="checkbox"/> Air	<input type="checkbox"/> Taxi	<input type="checkbox"/> Rental car	<input type="checkbox"/> Other	\$
		<input type="checkbox"/> Air	<input type="checkbox"/> Taxi	<input type="checkbox"/> Rental car	<input type="checkbox"/> Other	\$
		<input type="checkbox"/> Air	<input type="checkbox"/> Taxi	<input type="checkbox"/> Rental car	<input type="checkbox"/> Other	\$
		<input type="checkbox"/> Air	<input type="checkbox"/> Taxi	<input type="checkbox"/> Rental car	<input type="checkbox"/> Other	\$
Own car		Mileage			\$	
Lodging		Location			\$	
		Location			\$	
		Location			\$	
		Location			\$	
Meals					\$	
					\$	
					\$	
					\$	
Conference fees		Purpose			\$	
		Purpose			\$	
Other		Purpose			\$	
		Purpose			\$	
		Purpose			\$	
		Purpose			\$	
Subtotal					\$	
Less amount paid by company (advance)					\$()	
Total amount owing to employee					\$	
Employee Signature				Date		
General Manger Approval				Date		

Please attach receipts for all listed expenses, sign the form and send to the Accounting Department. Receipts are required for all transportation fares, hotel bills, and any expenditures of \$25.00 or more. If more room is required attached a second form or include information on the reserve.