

Completed BY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved BY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Date | Transportation | | | Lodging | Meals | | | |
| From (Origin) | To (Destination) | $ | $ | Breakfast | Lunch | Dinner | Snacks |
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| Total |  |  | $ 0.00 | $ 0.00 | $ 0.00 | $ 0.00 | $ 0.00 | $ 0.00 |

Date: \_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Employee Name | | |  | | | | | Expenses at Glance | |
| Location | | | | | Dept. | | | Total Trip Days |  |
| Address | | | | | | | | Transportation Expense |  |
| City | | | | State | | | Zip | Lodging Expenses |  |
| Trip Dates | Start on: | | | | | End on: | | Meal Expenses |  |
| Purpose of Trip | |  | | | | | | Total Expenses on Trip |  |

Travel Expense Report

Expense Report Template