

Faculty Research Trip Expense Form

Faculty Information

Name

Department

Email

Trip Details

Destination

Purpose of Trip

Start Date

End Date

Expense Details

| Date | Description | Category | Amount |
|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Total Amount

Additional Notes

Signatures

Faculty Signature

Date

Department Head Approval

Date

