

International Business Trip Expense Reimbursement Form

Employee Name

Employee ID

Department

Trip Purpose

Destination Country/City

Departure Date

Return Date

Expense Details

Date	Expense Type	Description	Currency	Amount	Receipt Included
<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"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Total Amount to Reimburse

Bank Account Details

Employee Signature

Submission Date