

Remote Worker Onsite Meeting Expense Form

Employee Information

Name

Position / Title

Department

Email

Meeting Date(s)

Meeting Location

Expense Details

Date	Expense Type	Description	Amount	Currency
<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

Additional Notes

Approval

Manager's Name

Manager's Signature

Approval Date