

Business Travel Expense Report

Employee Information

Name

Department

Employee ID

Travel Details

Purpose of Trip

Destination

Departure Date

Return Date

Expense Details

Date	Expense Type	Description	Amount	Currency	Notes
<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

Advance Received

Amount Due/Reimbursement

Approvals

Employee Signature

Date

Manager Approval

Date