

Travel Expense Budget Amendment

Employee Information

Name

Department

Submission Date

Trip Details

Destination

Purpose of Trip

Travel Dates

Budget Amendment

Expense Category	Original Amount	Amended Amount	Justification
<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"/>

Additional Comments

Approval

Manager Name

Approval Date