

FOREIGN BUSINESS TRAVEL EXPENSE

Reference No: _____

Date: _____

EMPLOYEE NAME
DEPARTMENT / PROJECT
DESTINATION COUNTRY

Date	Description / Purpose	Category	Local Currency	FX Rate	Amount (USD)

Subtotal: \$ 0.00

Other / Fees: \$ 0.00

Total Reimbursement: \$ 0.00

Notes:

Claimant Signature

Manager Approval

Finance Department