

BUSINESS TRIP EXPENSE REPORT

Report #: _____
Date: _____

EMPLOYEE NAME
DEPARTMENT / COST CENTER
PURPOSE OF TRIP
DESTINATION CITY/COUNTRY
DEPARTURE DATE
RETURN DATE

Date	Description / Vendor	Category	Currency	FX Rate	Amount (Local)

Subtotal: _____
Cash Advance: (_____)
TOTAL REIMBURSEMENT: _____

EMPLOYEE SIGNATURE
MANAGER APPROVAL