TRAVEL EXPENSE REPORT

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | Name | **Department** | Department |
| Email | Email | Approved by | Approved by |
| Employee ID | Employee ID | Purpose | Purpose |

### Trip Hours

|  |  |  |
| --- | --- | --- |
| **Dates** | Hours | **How spent** |
| Date | Hours | How spent |
| Date | | Hours | How spent |
| Date | | Hours | How spent |
| Date | | Hours | How spent |

### Expenses

|  |  |  |  |
| --- | --- | --- | --- |
| **Category** | **Dates** | **Details** | **Amount** |
| Transportation | Date | Air | Parking | Rental car | Taxi | Other | Item not listed | **Amount** |
|  | Date | Air | Parking | Rental car | Taxi | Other | Item not listed | **Amount** |
|  | Date | Air | Parking | Rental car | Taxi | Other | Item not listed | **Amount** |
|  | Date | Air | Parking | Rental car | Taxi | Other | Item not listed | **Amount** |
| Own car | Date | **Mileage** Mileage | **Amount** |
| Lodging | Date | **Location** Location | **Amount** |
|  | Date | **Location** Location | **Amount** |
| Dates | Date | **Location** Location | **Amount** |
|  | Date | **Location** Location | **Amount** |
| Meals | Date | (Not to exceed $50/day) | **Amount** |
|  | Date | (Not to exceed $50/day) | **Amount** |
|  | Date | (Not to exceed $50/day) | **Amount** |
|  | Date | (Not to exceed $50/day) | **Amount** |
| Conference fees | Date | **Purpose** Purpose | **Amount** |
|  | Date | **Purpose** Purpose | **Amount** |
| Other | Date | **Purpose** Purpose | **Amount** |
|  | Date | **Purpose** Purpose | **Amount** |
|  | Date | **Purpose** Purpose | **Amount** |
|  | Date | **Purpose** Purpose | **Amount** |
|  |  | Subtotal | **Amount** |
|  |  | Less amount paid by company | **Amount** |
|  |  | Total amount owing to employee | **Amount** |

|  |  |  |
| --- | --- | --- |
|  |  |  |
| **Signature** |  | **Date** |