EMPLOYEE TRAVEL EXPENSE REPORT

|  |  |
| --- | --- |
| Purpose of Travel | :  |
| Reimbursement Address | :  |
| Employee Name  | :  |
| Department | :  |

|  |
| --- |
| Pay Period |
| From | To |
|  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Date of Travel | Description | Transportation | Lodging | Meals | Misc. Expenses | Daily Total |
|  |  |  |  |  |  | $  |
|  |  |  |  |  |  | $  |
|  |  |  |  |  |  | $  |
|  |  |  |  |  |  | $  |
|  |  |  |  |  |  | $  |
|  |  |  |  |  |  | $  |
|  |  |  |  |  |  | $  |
|  |  |  |  |  |  | $  |
|  |  |  |  |  |  | $  |
|  |  | $  | $  | $  | $  |  |
|  | *\*Don’t forget to attach receipts\** | **TOTAL EXPENSES :** | **$**  |

|  |  |  |  |
| --- | --- | --- | --- |
| Employee Signature |  | Date |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Authorizer Signature |  | Date |  |

