

# Travel Expenses

<b>Name</b>		<b>Employee ID</b>	
<b>E-mail</b>		<b>Department</b>	
<b>Purpose</b>		<b>Approved by</b>	

Trip hours	Dates	Hours	How spent

Expenses	Dates	Details				Amount
<b>Transportation</b>		<input type="checkbox"/> Air	<input type="checkbox"/> Taxi	<input type="checkbox"/> Rental car	<input type="checkbox"/> Other	
		<input type="checkbox"/> Air	<input type="checkbox"/> Taxi	<input type="checkbox"/> Rental car	<input type="checkbox"/> Other	
		<input type="checkbox"/> Air	<input type="checkbox"/> Taxi	<input type="checkbox"/> Rental car	<input type="checkbox"/> Other	
		<input type="checkbox"/> Air	<input type="checkbox"/> Taxi	<input type="checkbox"/> Rental car	<input type="checkbox"/> Other	
<b>Own car</b>		Mileage				
<b>Lodging</b>		Location				
		Location				
		Location				
		Location				
<b>Meals</b>		(Not to exceed \$50/day)				
		(Not to exceed \$50/day)				
		(Not to exceed \$50/day)				
		(Not to exceed \$50/day)				
<b>Conference fees</b>		Purpose				
		Purpose				
<b>Other</b>		Purpose				
		Purpose				
		Purpose				
		Purpose				
<b>Subtotal</b>						
<b>Less amount paid by company</b>						
<b>Total amount owing to employee</b>						

<b>Signature</b>	<b>Date</b>
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Please attach receipts for all listed expenses, sign the form and send to the Accounting Department.