

TRAVEL EXPENSES

Name	[Name]	Department
Email		Approved by
Employee ID		Purpose

TRIP HOURS	Dates	Hours	How spent
	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>		

EXPENSES	Dates	Details	Amount
Transportation	<input type="text"/>	<input type="text"/> [Item not listed]	\$
	<input type="text"/>	<input type="text"/> [Item not listed]	\$
	<input type="text"/>	<input type="text"/> [Item not listed]	\$
	<input type="text"/>	<input type="text"/> [Item not listed]	\$
Own car	<input type="text"/>	Mileage [Mileage]	\$
Lodging	<input type="text"/>	Location [Location]	\$
	<input type="text"/>	Location [Location]	\$
	<input type="text"/>	Location [Location]	\$
	<input type="text"/>	Location [Location]	\$
Meals	<input type="text"/>	Not to exceed \$50/day)	\$
	<input type="text"/>	Not to exceed \$50/day)	\$
	<input type="text"/>	Not to exceed \$50/day)	\$
	<input type="text"/>	Not to exceed \$50/day)	\$
Conference fees	<input type="text"/>	Purpose [Purpose]	\$
	<input type="text"/>	Purpose [Purpose]	\$
Other	<input type="text"/>	Purpose [Purpose]	\$
	<input type="text"/>	Purpose [Purpose]	\$
	<input type="text"/>	Purpose [Purpose]	\$
	<input type="text"/>	Purpose [Purpose]	\$
Subtotal			\$

EXPENSES	Dates	Details	Amount
			Less amount paid by company \$
			Total amount owing to employee \$

Signature _____

Date _____