TRAVEL EXPENSE REPORT

One row per travel day, one column per expense type. Total each day across and each column down.

Employee ______________________________ **Manager** ______________________________

Destination ______________________________ **Business purpose** ______________________________

Trip start ______________________________ **Trip end** ______________________________

Date	Airfare & transit	Lodging	Meals & tips	Fuel / mileage	Parking & tolls	Other	Daily total
Totals							

Less cash advance ______

TOTAL REIMBURSEMENT ______

Attach receipts — the IRS requires them for all lodging and any other single expense of $75 or more. Driving your own car? Log miles on the mileage log and claim them under Fuel / mileage.

______________________________ ______________________________

Employee signature / date Approved by / date