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 |  |

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