Business Travel Expense Report

Employee Name

Employee ID

Department

Purpose of Trip

Destination

Travel Dates

YYYY-MM-DD to YYYY-MM-DD

Date	Description	Category	Amount	Receipt Attached (Y/N)
YYYY-MM-DD				
YYYY-MM-DD				
YYYY-MM-DD				
YYYY-MM-DD				
YYYY-MM-DD				
Total				

Additional Notes

Employee Signature

Date

YYYY-MM-DD

Supervisor Approval

Date

YYYY-MM-DD