

Business Trip Expense Tracking Sheet

Employee Name:

Enter name

Department:

Enter department

Trip Purpose:

Enter purpose

Destination:

Enter destination

Trip Start Date:

Trip End Date:

Date	Expense Type	Description	Amount	Payment Method	Notes
	e.g. Flight, Hotel	Description		e.g. Credit Card	Notes

Total Expenses:

Advance Received:

Amount to be Reimbursed:

Employee Signature:

Signature/Name

Date:

Approver Signature:

Signature/Name

Date: