

# Company Travel and Entertainment Expense Report

Employee Name

Employee ID

Department

Report Period

MM/DD/YYYY - MM/DD/YYYY

Purpose of Trip/Expense

Supervisor/Manager

Date	Description	Account/Project	Transportation	Lodging	Meals	Entertainment	Other	Total	Receipt?
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Totals									

Additional Comments

Advance Amount

Amount Due to Employee

Employee Signature

Date

Manager Approval

Date