

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?
<input type="text"/>									
<input type="text"/>									
<input type="text"/>									
Totals									

Additional Comments

Advance Amount

Amount Due to Employee

Employee Signature

Date

Manager Approval

Date