

Employee Travel Expense Submission Form

Employee Name

Employee ID

Department

Purpose of Trip

Trip Dates

to

Destination

Date	Expense Type	Description	Amount
<input type="text"/>	<div>Select▼</div>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<div>Select▼</div>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<div>Select▼</div>	<input type="text"/>	<input type="text"/>

Total Amount

Additional Notes

