

Expense Report: International Business Travel

Employee Name

Department

Submission Date

Purpose of Travel

Destination(s)

Travel Dates

Date	Description	Category	Currency	Amount	Exchange Rate	Amount (Home Currency)	Notes
<input type="text"/>	<input type="text"/>	Airfare <input type="button" value="▼"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	Airfare <input type="button" value="▼"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	Airfare <input type="button" value="▼"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Total Amount in Home Currency:

Additional Comments / Notes

Employee Signature

Date:

Manager Approval

Date: