

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
<div></div>	<div></div>	Airfare <div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>
<div></div>	<div></div>	Airfare <div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>
<div></div>	<div></div>	Airfare <div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>

Total Amount in Home Currency:

Additional Comments / Notes

Employee Signature

Date:

Manager Approval

Date: