

Project-Based Business Travel Expense Form

Employee Information

Name

Employee ID

Department

Project Name / Code

Purpose of Trip

Travel Start Date

Travel End Date

Expense Details

Date	Description	Category	Amount	Currency	Notes
<input type="text"/>	<input type="text"/>	Select ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	Select ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	Select ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	Select ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	Select ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total			<input type="text"/>	<input type="text"/>	

Additional Remarks

Employee Signature & Date

Supervisor/Manager Approval & Date