

Business Travel Receipts Summary

Employee Name: _____ Trip Dates: _____
Purpose: _____

Date	Receipt/Expense Type	Vendor/Location	Description	Amount
YYYY-MM-DD	Flight	Airline Name	Round-trip ticket	\$0.00
YYYY-MM-DD	Hotel	Hotel Name	2 nights	\$0.00
YYYY-MM-DD	Meals	Restaurant Name	Dinner	\$0.00
YYYY-MM-DD	Taxi	Taxi Company	Airport to hotel	\$0.00
				Total \$0.00

Prepared By: _____ Date: _____ Signature: _____