

# 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: \_\_\_\_\_  
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