

# Business Travel Expense Report

**Employee Name**

**Department**

**Purpose of Travel**

**Destination**

**Travel Dates**

e.g. 2024-06-01 to 2024-06-05

Date	Description	Category	Amount	Notes
		<input type="text"/>		
		<input type="text"/>		
		<input type="text"/>		
<b>Total</b>				

**Additional Comments / Notes**

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Employee Signature

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Date

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Manager Approval

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