

# International Travel Expense Report

Name

Employee ID

Department

Destination

Purpose of Travel

Departure Date

Return Date

## Expense Details

Date	Description	Currency	Amount	Exchange Rate	Amount (Home Currency)	Notes
<div></div>	<div></div>	<div>USD</div>	<div></div>	<div></div>	<div></div>	<div></div>
<div></div>	<div></div>	<div>USD</div>	<div></div>	<div></div>	<div></div>	<div></div>
<div></div>	<div></div>	<div>USD</div>	<div></div>	<div></div>	<div></div>	<div></div>

Total Amount (Home Currency)

Additional Remarks

Employee Signature / Date

Supervisor's Approval / Date