

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
<input type="text"/>	<input type="text"/>	USD	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	USD	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	USD	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Total Amount (Home Currency)

Additional Remarks

Employee Signature / Date

Supervisor's Approval / Date