International Business Trip Expense Report

Employee Name

Employee ID

Department

Destination Country/City

Trip Dates

From - To

Purpose of Trip

Expense Details

Date	Description	Currency	Amount	Exchange Rate	Amount (Local)	Receipt Attached
YYYY-MM-D						Yes ▼
YYYY-MM-D						Yes ▼
YYYY-MM-D						Yes ▼

Total Amount (Local Currency)

Remarks

Employee Signature

Manager Approval