|  |  |
| --- | --- |
| Name:  | Department/Position: |
| Trip date from \_\_\_\_\_\_\_\_\_\_\_\_\_ to\_\_\_\_\_\_\_\_\_\_\_\_\_ | Purpose of Trip\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |



**Travel Expense Report**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Date****(DD/MM/YYYY)** | **Airfare** | **Taxi/Shuttle** | **Train/Bus** | **Vehicle Rental** | **Gas** | **Daily Total** |
|  | $ | $ | $ | $ | $ | $ |
|  | $ | $ | $ | $ | $ | $ |
|  | $ | $ | $ | $ | $ | $ |
|  | $ | $ | $ | $ | $ | $ |
|  | $ | $ | $ | $ | $ | $ |
|  | $ | $ | $ | $ | $ | $ |
|  | $ | $ | $ | $ | $ | $ |
| $ |

**Transportation Expenses**

**Living Expenses**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Date****(DD/MM/YYYY)** | **Lodging** | **Phone** | **Internet** | **Breakfast** | **Lunch** | **Dinner** | **Tips** | **Daily Total** |
|  | $ | $ | $ | $ | $ | $ | $ | $ |
|  | $ | $ | $ | $ | $ | $ | $ | $ |
|  | $ | $ | $ | $ | $ | $ | $ | $ |
|  | $ | $ | $ | $ | $ | $ | $ | $ |
|  | $ | $ | $ | $ | $ | $ | $ | $ |
|  | $ | $ | $ | $ | $ | $ | $ | $ |
|  | $ | $ | $ | $ | $ | $ | $ | $ |
| $ |

|  |  |  |  |
| --- | --- | --- | --- |
| **Date****(DD/MM/YYYY)** | **Other Business Related Expenses (Gifts, Tools, Outings etc.)** | **Purpose** | **Daily Total** |
|  |  |  | $ |
|  |  |  | $ |
|  |  |  | $ |
|  |  |  | $ |
|  |  |  | $ |
|  |  |  | $ |
| $ |

**Other Expenses**

**Additional Information:**

|  |  |
| --- | --- |
| Total Trip Expense: \_$\_\_\_\_\_\_\_\_\_\_\_ | Date: \_\_\_\_\_\_\_\_\_\_­\_\_\_\_ |
| Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Approver’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |