

EMPLOYEE TRAVEL EXPENSE REPORT

Purpose of Travel :
 Reimbursement Address :
 Employee Name :
 Department :

Pay Period	
From	To

Date of Travel	Description	Transportation	Lodging	Meals	Misc. Expenses	Daily Total
						\$
						\$
						\$
						\$
						\$
						\$
						\$
						\$
						\$
						\$

\$ \$ \$ \$

Don't forget to attach receipts

TOTAL EXPENSES : \$

Employee Signature		Date	
Authorizer Signature		Date	