

# Business Travel Expense Form

Employee Name

Department

Purpose of Trip

Destination

Travel Dates

Start Date - End Date

Approval Manager

Date	Description	Category	Amount	Receipt?
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Total Amount

Additional Notes

Employee Signature

Type name here

Date