

# Employee Travel Expense Report

Employee Name

Employee ID

Department

Trip Purpose

Trip Dates

e.g., 2024-06-01 to 2024-06-04

Destination(s)

Expense Details

Date	Description	Category	Amount	Receipt (Yes/No)	Notes
YYYY-MM-DD					
<strong>Total</strong>					

Additional Notes

Employee Signature

Date

Supervisor Approval

Date

