

Employee Travel Expense Report

Employee Name

Employee ID

Department

Trip Purpose

Trip Dates

Destination(s)

Expense Details

Date	Description	Category	Amount	Receipt (Yes/No)	Notes
<input type="text" value="YYYY-MM-DD"/>	<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"/>	<input type="text"/>	<input type="text"/>
Total			<input type="text"/>	<input type="text"/>	

Additional Notes

Employee Signature

Date

Supervisor Approval

Date

