

# Corporate Trip Expense Record

Employee Name

Department

Trip Purpose

Trip Start Date

Trip End Date

Destination

## Expense Details

Date	Category	Description	Amount	Currency	Receipt?
<input type="text"/>	e.g. Hotel, Meals	<input type="text"/>	<input type="text"/>	e.g. USD	<input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>				
<input type="text"/>	<input type="checkbox"/>				

Total Amount

Advance Received

Amount to Reimburse

Notes / Comments

Employee Signature

Date