

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"/>	<input type="text" value="e.g. Hotel, Meals"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="e.g. USD"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Total Amount

Advance Received

Amount to Reimburse

Notes / Comments

Employee Signature

Date