Employee Travel Expense Form

Employee Name [   ]

Department [   ]

Position [   ]

Trip Start Date [   ]

Trip End Date [   ]

Destination [   ]

Purpose of Trip [   ]

Expense Details

Date	Description	Category	Amount	Receipt Attached
[ ]	[ ]	Transportation ▼	[ ]	Yes ▼
[ ]	[ ]	Transportation ▼	[ ]	Yes ▼
[ ]	[ ]	Transportation ▼	[ ]	Yes ▼

Total Expenses

[   ]

Additional Comments

[   ]

Employee Signature

_____

Date [   ]

Manager Approval

_____

Date [   ]