

Executive Trip Expense Recording Template

Trip Details

Executive Name

Department

Destination

Purpose of Trip

Start Date

End Date

Expense Details

Date	Category	Description	Amount (USD)	Receipt #	Notes
<input type="text"/>	e.g. Transport	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	e.g. Hotel	<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 / Comments

Prepared By

Date

