Travel Expense Report

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Employee name		**Department / Employee ID**	
Approver (manager)		**Cost centre / Client**	
Trip purpose		**Destination**	
Trip dates (from - to)		**Report currency**	

Date	Merchant / description	Category	Paid with	Currency	Amount	Exchange rate	Amount in report currency	Receipt attached

Totals by category

Flight		Fuel	
Hotel		Client entertainment	
Meals		Office / Supplies	
Taxi / Transport		Phone / Internet	
Car rental		Other	

What is owed

Total expenses	
Paid by company card	
Paid by employee (card + cash)	
Cash advance received	
Owed to employee (negative = pays back)	

Employee signature

Approved by / date

Categories: Flight, Hotel, Meals, Taxi / Transport, Car rental, Fuel, Client entertainment, Office / Supplies, Phone / Internet, Other. Paid with: Personal card, Cash, Company card.

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