

TRAVEL EXPENSE BUDGET REPORT

Travel Budget Form									
Tianjin-----Beijing 20XX/11/22-20XX/11/25								Budget 10500	
time	hotel	travel expenses	gourmet food	tickets	Shopping	other	total	balance	Remark
2019/11/22	2500	1500	500	450	1200		6150	1350	
2019/11/23									
2019/11/24									
2019/11/25									
B					Accommodation ¥ 2500				
7500					Transportation ¥ 1500				
pay expenses					Diet ¥ 500				
6150					Ticket ¥ 450				
balance					Shopping ¥ .				
1350					Other ¥ .				