

	A	B	C	D	E	F	G
1	Travel Expenses and Cash Advance				YOUR LOGO		
2							
3							
4	Surname:	Sample	Name:	John	ID	12345	
5	From	01.01.2015	To	06.01.2015			
6	Purpose	Excel Course					
7	Cash Advance	123	USD				
8							
9	Expense Oversea						
10	Description	Account	Cost Center	Amount (local currency)	Exchange Rate	USD	
11	test 1	50000 Customer Visits	Sales	100,00	0,5000	50,00	
12		50000 Customer Visits	Management	200,00	0,3000	60,00	
13						-	
14						-	
15						-	
16						-	
17						-	
18						-	
19						-	
20						-	
21						-	
22						-	
23						-	
24						-	
25						-	
26						-	
27						-	
28					Subtotal in USD	110,00	
29							
30	Spesen Inland						
31	Description	Account	Cost Center			USD	
32	trade show	51000 Exposition / trade show	Sales			200,00	
33		21000 Energy Electric					
34							
35							
36							
37							
38							
39							
40							
41							
42							
43							
44							
45							
46	Private Vehicle are reimbursed 0.5 USD per mile				Subtotal USD	200,00	
47							
48	Negative amount will be taken from next salary payment or can be paid to HR dire				Total USD	310,00	
49	Positive amounts will be paid during the next salary payment.				.I. Cash Advance	123,00	