

Expense Report Template

Travel Expense Report

Company
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Date: _____

Employee Name				Expenses at Glance	
Location		Dept.		Total Trip Days	
Address				Transportation Expense	
City		State	Zip	Lodging Expenses	
Trip Dates	Start on:		End on:		Meal Expenses
Purpose of Trip				Total Expenses on Trip	

Date	Transportation			Lodging	Meals			
	From (Origin)	To (Destination)	\$	\$	Breakfast	Lunch	Dinner	Snacks
Total			\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

Completed BY: _____

Approved BY: _____