

# Travel Expense Report

Employee ID :

Name :

Title :

Dept. :

Destination :

Departure :

Return :

Purpose :

Total Day :

Type of Expense	Description	Advance Taken	Qty	Units	Realization
Airfare					
Local Transportation					
Hotel					
Meal					
Participant Fee					
Entertainment					
Other					
Total Advance		<input type="text"/>		Total Expenses :	<input type="text"/>
				Return/Reimburse :	<input type="text"/>

Notes :

Signature of Employee :

\_\_\_\_\_

Date:

Signature of Supervisor :

\_\_\_\_\_

Date: