

# Travel Expense Report

|                    |  |                   |  |
|--------------------|--|-------------------|--|
| Employee Name:     |  | Location of Trip: |  |
| Employee Position: |  | Purpose of Trip:  |  |
| Employee ID:       |  | Dates of Trip:    |  |
| Employee SSN:      |  | Trip Reference:   |  |

| Date              | Ref# | Description | Lodging | Transport | Fuel | Meals | Entertain. | Phone | Supplies | Misc.        | Total |
|-------------------|------|-------------|---------|-----------|------|-------|------------|-------|----------|--------------|-------|
|                   |      |             |         |           |      |       |            |       |          |              |       |
|                   |      |             |         |           |      |       |            |       |          |              |       |
|                   |      |             |         |           |      |       |            |       |          |              |       |
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|                   |      |             |         |           |      |       |            |       |          |              |       |
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|                   |      |             |         |           |      |       |            |       |          |              |       |
|                   |      |             |         |           |      |       |            |       |          |              |       |
|                   |      |             |         |           |      |       |            |       |          |              |       |
|                   |      |             |         |           |      |       |            |       |          |              |       |
| <b>Sub Totals</b> |      |             |         |           |      |       |            |       |          |              |       |
|                   |      |             |         |           |      |       |            |       |          | <b>Total</b> |       |

Approved: \_\_\_\_\_  
 \_\_\_\_\_

Comments: \_\_\_\_\_  
 \_\_\_\_\_