

# TRAVEL EXPENSES

<b>Name</b>	Lisa-Anne	<b>Department</b>
<b>Email</b>		<b>Approved by</b>
<b>Employee ID</b>		<b>Purpose</b>

TRIP HOURS	Dates	Hours	How spent
	[Date]		
	[Date]		
	[Date]		
	[Date]		

EXPENSES	Dates	Details	Amount
<b>Transportation</b>	[Date]	Choose an item.   [Item not listed]	R
	[Date]	Choose an item.   [Item not listed]	R
	[Date]	Choose an item.   [Item not listed]	R
	[Date]	Choose an item.   [Item not listed]	R
<b>Own car</b>	[Date]	Mileage [Mileage]	R
<b>Lodging</b>	[Date]	Location [Location]	R
	[Date]	Location [Location]	R
	[Date]	Location [Location]	R
	[Date]	Location [Location]	R
<b>Meals</b>	[Date]	(Not to exceed \$50/day)	R
	[Date]	(Not to exceed \$50/day)	R
	[Date]	(Not to exceed \$50/day)	R
	[Date]	(Not to exceed \$50/day)	R
<b>Conference fees</b>	[Date]	Purpose [Purpose]	R
	[Date]	Purpose [Purpose]	R
<b>Other</b>	[Date]	Purpose [Purpose]	R
	[Date]	Purpose [Purpose]	R
	[Date]	Purpose [Purpose]	R
	[Date]	Purpose [Purpose]	R
<b>Subtotal</b>			R
<b>Less amount paid by company</b>			R
<b>Total amount owing to employee</b>			R

Signature \_\_\_\_\_ Date \_\_\_\_\_