

Expense/ Travel Expense Report

Employee:  
Trip to:

Department:  
Trip Dates:

Today's Date:  
Account #

Date	Breakfast	MEALS		Lodging Room	Other Expenses Type	Category Code #	Amount	Total Expenses	Total Charge Expenses	Total Cash Expenses
		Lunch	Dinner							
Sunday										
Monday										
Tuesday										
Wednesday										
Thursday										
Friday										
Friday										
Saturday										
Totals										

Explanation/Comments:	Amount Advanced Reference #
	Due to/from Employee
	Submitted By:
	Approved By:
	Business Office: