

# Travel Expense Report Form

(International Trip Sample)

Employee Name:

Employee ID:

Department:

Destination (Country/City):

Purpose of Trip:

Travel Dates:

 to 

## Expense Details

Date	Expense Type	Description	Currency	Amount
<input type="text"/>	<div>Airfare</div>	<div>Details</div>	<div>USD</div>	<div>0.00</div>
<input type="text"/>	<div>Airfare</div>	<div>Details</div>	<div>USD</div>	<div>0.00</div>

Total Amount:

Advance Received:

Amount Due/Reimbursed:

## Certification

I hereby certify that the expenses listed above are accurate and incurred in accordance with company policy for business purposes.

Employee Signature:

Date:

Submit Report

