

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"/>	Airfare <input type="button" value="▼"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	Airfare <input type="button" value="▼"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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

