

TRAVEL EXPENSES

INSTRUCTIONS: Use this form to record your travel expenses for up to a seven-day period. Please record all out-of-pocket expenses or expenses paid with a cash advance plus any expenses charged to the company credit card or billed directly to the company. List each day's expenses separately, and then give a daily total and a total for the trip. At the bottom, write the amounts paid by company credit card, billed directly to the company, and paid out of pocket. Then write the amount of any cash advance you got for the trip, and finally, the amount due you or, alternatively, the amount due the company. Please attach receipts supporting each expense, then submit the form to your supervisor for approval.

EMPLOYEE _____ JOB TITLE _____

SITE _____

DATE(S) OF TRAVEL _____ PLACE(S) OF TRAVEL _____

PURPOSE OF TRIP _____

DATES OF TRAVEL	SUN	MON	TUE	WED	THU	FRI	SAT	WKLY TOTAL
TRANSPORTATION								
From								
To								
Airline/train/bus fare								
Car rental/ground transportation								
Parking/tolls								
Gas, oil, other auto expenses								
SUBTOTAL								
LODGING								
Hotel								
Room Charges (WiFi, Tel.)								
Other								
SUBTOTAL								
MEALS (including tips)								
Breakfast								
Lunch								
Dinner								
SUBTOTAL								
ENTERTAINMENT								
SUBTOTAL								
For each entertainment expense noted directly above, give names, organizations, and positions of anyone you entertained, reasons for entertaining (i.e., what business was discussed, and where entertainment took place)								
_____ _____								
OTHER (please specify)								
SUBTOTAL								
GRAND TOTAL								

I certify that all expenses are true and accurate. I have attached all appropriate receipts and other documentation to support these expenses.

EMPLOYEE'S SIGNATURE _____ DATE _____

SUPERVISOR'S SIGNATURE _____ DATE _____

SUMMARY/RECONCILIATION

1. **GRAND TOTAL** OF ALL TRAVEL EXPENSES \$ _____
2. **LESS** AMOUNT PAID ON COMPANY CREDIT CARD/BILLED DIRECTLY (\$ _____)
3. **TOTAL AMOUNT OUT OF POCKET** \$ _____
4. **LESS CASH ADVANCE** (\$ _____)
5. **AMT. DUE** **EMPLOYEE** (#3 EXCEEDS #4) *OR* **COMPANY** (#4 EXCEEDS #3) \$ _____