TRAVEL EXPENSES

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | {{Name}} | **Department** | {{Department}} |
| Total Amount | {{Total\_Amount}} | Date | {{StartDate}} – {{EndDate}} |
| Approved | {{Approved}} | Purpose | {{Purpose}} |

### Trip Hours

|  |  |  |  |
| --- | --- | --- | --- |
| Start Date | End Date | **How spent** | Photos |
| {{TripHs.sDate}} | {{TripHs.eDate}} | {{TripHs.How}} | {{TripHs.Photo}} |

### Expenses

|  |  |  |  |
| --- | --- | --- | --- |
| Categories | **Dates** | **Details** | **Amount** |
| {{Expenses.Cat}} | Date | Air | Parking | Rental car | Taxi | Other | Item not listed | **Amount** |
|  |  | Total amount owing to employee | **Amount** |

|  |  |  |
| --- | --- | --- |
|  |  |  |
| **Signature** |  | **Date** |