**Travel Expense Report**

|  |  |
| --- | --- |
| Employee Name |  |
| Travel Dates |  |
| Reason for Travel |  |
| Department |  |
| Manager Name |  |

**Expenses**

|  |  |  |
| --- | --- | --- |
| **Date** | **Type** | **Amount** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

*\* Add additional rows to the table if needed*

Additional Comments

Employee Signature Date

Manager Signature Date

\* Please fill out and email to HR