Company Name

Expense Report

Employee Name	Phone No.	Department	Reason for Expenditures

Expenses (Please enter all amounts in US$) ***NOTE: Original receipts are required for all expenses.***

Date	Purpose	Transportation* Description	Amount	Lodging (Room w/tax only)	Travel Meals**
Daily Total (in US$)			$ -	$ -	$ -
Exchange Rate***					

Meals and Entertainment

Date	Place	Guests	Business
Total			

Other Expenses

Date	Purpose	Description	Currency
Total			

I certify the above expenses were incurred on behalf of the Company.

Employee Signature	Date	Supervisor Signature

* Use for airfare, taxi (w/tips), shuttle, parking, train, and car rental.

**Only for meals while traveling and meals with other employees. Any meals that include nonemployees must be noted in the Meals and Entertainment section.

	Report Date

Misc. Travel Exp	Total (in US$)
	$ -
	-
	-
	-
	-
	-
	-
	-
	-
	-
	-
$ -	$ -

Purpose	Amount
	$ -

Ex Rate	Amount
	$ -

Grand Total	$ -

Date