

Business Travel Expense Report

Date: [Insert Date]

Employee Name: [Insert Employee Name]

Department: [Insert Department]

Trip Destination: [Insert Destination]

Trip Dates: [Insert Start Date] to [Insert End Date]

Expense Summary

Date	Expense Type	Description	Amount
[Insert Date]	[Insert Expense Type]	[Insert Description]	[Insert Amount]

Total Expenses

Total Amount: \$[Insert Total Amount]

Employee Declaration

I hereby declare that the expenses listed above were incurred during official business travel and are accurate to the best of my knowledge.

Employee Signature: _____

Date: _____