# Travel expense report

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One column per travel day. Keep receipts for lodging and for every other expense of $75 or more. If you pay a per diem for meals instead of actual costs, enter the daily rate in Meals and keep a record of the dates, place and business purpose.

| | | | |
|---|---|---|---|
| **Employee name** | | **Trip purpose** | |
| **Destination** | | **Approver** | |
| **Departure date** | | **Return date** | |

| Category | Day 1 | Day 2 | Day 3 | Day 4 | Day 5 | Total ($) |
|---|---|---|---|---|---|---|
| Airfare / rail | | | | | | |
| Taxi, rideshare, parking | | | | | | |
| Lodging | | | | | | |
| Meals | | | | | | |
| Other (describe) | | | | | | |
| **Daily total** | | | | | | |

| Mileage: date | From | To | Miles | Rate | Amount ($) |
|---|---|---|---|---|---|
| | | | | | |
| | | | | | |
| | | | | | |

| | |
|---|---|
| **Trip total** | |
| **Less advance** | |
| **Amount owed to employee** | |

Employee signature and date

Approver signature and date

# Travel expense report

Filled-in example (sample data)

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| | | | |
|---|---|---|---|
| **Employee name** | Jordan Lee | **Trip purpose** | Quarterly review with client |
| **Destination** | Chicago, IL | **Approver** | Sam Patel |
| **Departure date** | 10 Nov 2026 | **Return date** | 12 Nov 2026 |

| Category | Day 1 | Day 2 | Day 3 | Day 4 | Day 5 | Total ($) |
|---|---|---|---|---|---|---|
| Airfare / rail | 312.00 | | | | | 312.00 |
| Taxi, rideshare, parking | 38.00 | 22.00 | 41.00 | | | 101.00 |
| Lodging | 179.00 | 179.00 | | | | 358.00 |
| Meals | 46.00 | 58.00 | 31.00 | | | 135.00 |
| Other (describe) | | | | | | |
| **Daily total** | **575.00** | **259.00** | **72.00** | | | **906.00** |

| Mileage: date | From | To | Miles | Rate | Amount ($) |
|---|---|---|---|---|---|
| | | | | | |
| | | | | | |
| | | | | | |

| | |
|---|---|
| **Trip total** | **906.00** |
| **Less advance** | **0.00** |
| **Amount owed to employee** | **906.00** |

Employee signature and date

Approver signature and date