

Business Trip Expense Report

Attach a receipt for every expense your policy requires. In the US, IRS Publication 463 expects receipts for all lodging and for other expenses of \$75 or more.

Employee		Trip purpose	
Department		Destination	
Dates		Home currency	
Advance received		Cost centre	

EXPENSES

Date	Merchant	Category	Business purpose	Attendees	Amount	Currency	Rate	Home currency	Receipt

Total claimed	
Less advance	
Due to employee / (to return)	

Employee signature and date

Approver signature and date