

Detailed Business Trip Travel Budget Template

General Information

Employee Name	John Doe	Department	Sales
Destination	New York, USA	Trip Dates	2024-08-01 to 2024-08-07
Purpose of Trip	Attend the annual sales conference and meet with key clients.		

Travel Expenses Breakdown

Expense Category	Description	Estimated Cost	Actual Cost
Flight	Round-trip airfare	\$800	
Accommodation	Hotel stay (6 nights)	\$1,200	
Local Transportation	Taxi, subway, ride-share	\$220	
Meals	Daily allowance	\$300	
Conference Fees	Registration	\$450	
Internet/Communications	Wi-Fi, phone charges	\$80	
Other	Incidental expenses	\$50	
Total Estimated		\$3,100	

Advance Requested

Amount of Advance	\$1,500
Date Requested	2024-07-20
Approved By	Jane Smith

Important Notes

- All expenses must be supported by valid receipts and adhere to the company's travel policy.
- Actual expenses exceeding the budget require written justification and management approval.
- Submit the completed budget template before the trip for approval and after the trip for reconciliation.
- Unspent advance amounts must be returned with the final expense report.