

International Business Trip Expense Report

Employee & Trip Details

Employee Name

Enter your name

Employee ID

Enter your employee ID

Department

Enter your department

Purpose of Trip

E.g., Client Meeting, Conference

Destination

City, Country

Travel Dates

Start Date - End Date

Summary of Expenses

Date	Expense Category	Description	Currency	Amount	Local Equivalent (USD)	Receipt Attached
YYYY-MM-DD	Airfare ▾	Description	e.g. EUR	0.00	0.00	Yes ▾
YYYY-MM-DD	Airfare ▾	Description	e.g. GBP	0.00	0.00	Yes ▾
Total						

Exchange Rate Information

Average Exchange Rate Used

e.g., 1 USD = 0.93 EUR

Exchange Rate Source

e.g., OANDA, Bank Statement

Advance or Company Card Used

Advance Amount (if any)

0.00

Company Card Used

Card Number (last 4 digits)

Declaration

Comments / Notes

Add any remarks

Employee Signature

Type your full name

Date Submitted

YYYY-MM-DD

Important Notes

- Attach all relevant receipts and documentation for each expense.
- Ensure all expenses comply with the company's travel and expense policy.
- Clearly state the currency used and provide accurate exchange rates.
- Report any company advances or card usage for reconciliation.
- Incomplete reports may delay reimbursement processing.