

International Travel Expense Authorization

Traveler's Information

Name	Jane Doe	Department	Global Affairs
Employee ID	123456	Email	jane.doe@email.com

Travel Details

Destination Country	Germany	City	Berlin
Purpose of Travel	Attend International Business Conference 2024		
Departure Date	2024-09-10	Return Date	2024-09-18

Estimated Expenses

Expense Category	Estimated Amount (USD)	Description
Airfare	\$1,200	Round-trip Flight
Lodging	\$900	Hotel for 8 nights
Meals	\$320	Per diem
Transportation	\$150	Local transit, taxi
Registration Fees	\$400	Conference
Total \$2,970		

Funding Source

Account Name	International Training Grant	Account Number	GT-205004
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Additional Comments

N/A

Traveler's Signature:

Date:

Supervisor's Approval:

Date:

Important Notes:

- Authorization must be obtained before travel commences.
- All estimated expenses should be supported by relevant documentation.
- Actual reimbursable costs are subject to company travel policies.
- Any changes to the itinerary must be promptly reported and re-authorized.

- This document does not guarantee reimbursement without proper receipts.