

# Detailed Trip Expense Report

## Employee & Trip Information

Name: \_\_\_\_\_  
Employee ID: \_\_\_\_\_  
Department: \_\_\_\_\_  
Trip Purpose: \_\_\_\_\_  
Trip Location(s): \_\_\_\_\_  
Trip Dates: \_\_\_\_\_ to \_\_\_\_\_

## Expense Breakdown

Date	Expense Type	Description	Payment Method	Amount	Receipt Attached
__/__/__	Transportation	Flight to New York	Company Card	\$__	Yes / No
__/__/__	Accommodation	Hotel Stay	Personal Card	\$__	Yes / No
__/__/__	Meals	Dinner with client	Company Card	\$__	Yes / No
Total				\$__	

## Advance Received

Advance Amount: \$\_\_\_\_\_  
Date Received: \_\_/\_\_/\_\_

## Reimbursement Summary

Total Expenses: \$\_\_\_\_\_  
Less Advance: \$\_\_\_\_\_  
Total Reimbursement Requested: \$\_\_\_\_\_

## Approvals

Employee Signature: \_\_\_\_\_ Date: \_\_/\_\_/\_\_  
Manager Approval: \_\_\_\_\_ Date: \_\_/\_\_/\_\_

## Important Notes

- All expenses must be supported by valid receipts.
- Only business-related expenses are eligible for reimbursement.
- Submit the report within the designated timeline after completion of the trip.
- Ensure accuracy in the expense amounts and descriptions.
- Managerial approval is required before processing reimbursement.