

# 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         |
| <b>Total</b> |                |                    | <b>\$____</b>  |        |                  |

## 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.