

# Business Trip Expense Form

Employee Name:

Department:

Date of Trip:

Destination:

Purpose of Trip:

## Expense Details

Date	Description	Amount
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Total Amount:

Employee Signature:

Date Submitted:

Submit