

Employee Trip Expense Refund Sheet

Employee Name:

Department:

Trip Date:

Destination:

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:

Notes:

Employee Signature:

Date Submitted:

Submit