

# Employee Expense Report

Employee Name: \_\_\_\_\_

Travel Date from \_\_\_\_\_ to \_\_\_\_\_

Travel to (city,state): \_\_\_\_\_

Travel from (city,state): \_\_\_\_\_

Reason for travel: \_\_\_\_\_

Date	Air Fare	Hotel	Parking	Cab Fare Car Rental	Meals	Other \$	Other Explain	Total

Please attach all receipts. Please note, per IRS regulations, our finance team will review all expenses. We will not reimburse for liquor, laundry, movies, gift shop purchases, etc. We will reimburse coach air fare fully.

Initial Odometer Reading	Final Odometer Reading	Total Miles	Personal Miles	Total Business	Rate PerMile	Total Mileage Reimbursement

**Total Expense Claimed:**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager's Signature

\_\_\_\_\_  
Date