

Name of Traveler	Employee ID	Trip Type	Phone/Ext.	Outstanding advance, allowance, or deposit \$	Trip/Voucher No.	Amt due from Empl \$
Input by (if other than traveler)				Expenses this Report \$	Cashiers Voucher #	Amt paid to Empl \$
Employee Signature: *			Date	New outstanding advance, allowance, or deposit \$	Cashiers Voucher #	Amt to Corp Cr Card \$
Purpose of Trip:				If International Travel, Currency Exchange Rate(s) used:		
* Signature indicates expenses are actual and reasonable and are charged consistent with labor						

Meals, Incidentals & Lodging

Day	Date	From	To	Meals & Incidentals	Lodging	Total	Excess Per Diem
Total Meals, Incidentals, & Lodging							

Transportation & Other Expenses

Day	Date	Description	Explanation	Amount
Total Transportation & Other Expenses				

Remarks