clockify

Track expenses with Clockify by CAKE.com ➜

BUSINESS TRIP EXPENSE REPORT

COMPANY NAME:	
COMPANY ADDRESS:	
EMPLOYEE NAME:	
DEPARTMENT:	
EMPLOYEE POSITION:	
SUPERVISOR/MANAGER:	
TRAVEL PURPOSE:	
TRAVEL START DATE:	
TRAVEL END DATE:	
APPROVED BY:	

TRANSPORT EXPENSES ($)	
HOTEL EXPENSE TOTAL ($)	
MEALS EXPENSE TOTAL ($)	
OTHER EXPENSES TOTAL ($)	

TRAVEL EXPENSE REPORT TOTAL ($)	

<table>
<tr><th>DATE</th><th>TRANSPORT ($)</th><th>HOTEL ($)</th><th>MEALS ($)</th><th>OTHER ($)</th><th>TOTAL EXPENSES
FOR THE DATE ($)</th></tr>
<tr><td rowspan="4"></td><td>Transport description:</td><td>Hotel name:</td><td>Number of meals:</td><td>Description for other:</td><td rowspan="4"></td></tr>
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	Transport expenses:	Hotel expenses:	Meals expenses:	Other expenses:	
	Transport description:	Hotel name:	Number of meals:	Description for other:	
	Transport expenses:	Hotel expenses:	Meals expenses:	Other expenses:	

☐ I have attached all the necessary receipts to this expense report