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Business Travel Expense Report Template
(Excel, OpenOffice Calc & Google Sheet)

Company Name

Company Address

Company Logo

Expense Report / Reimbursement Form

Employee Name: Peter Miller Department: Sales
Employee ID: ABC1234 Manager: Albert Reme

Purpose: Presentation of Project With Rising Star LLC in LA

Period: 9/1/2021 To 9/7/2021 Mileage: \$0.85

Date	Expense	Type	Mode	Amount
9/1/2021	Air Ticket NYC To LA	Trans	CC	\$85.00
9/1/2021	Hotel Imperia	Lodging	CC	\$120.00
9/1/2021	Taxi to Hotel	Trans	CASH	\$25.00
9/1/2021	Breakfast	Meals	CASH	\$10.00
9/1/2021	Lunch	Meals	CC	\$15.00
9/1/2021	Dinner	Meals	CASH	\$25.00
9/2/2021	Taxi to meeting Venue	Trans	CASH	\$10.00
9/2/2021	Breakfast	Meals	CASH	\$10.00
9/2/2021	Lunch	Meals	CASH	\$15.00
9/2/2021	Dinner	Meals	CASH	\$20.00
9/3/2021	Car - 50 miles @ \$0.85/mile	Mileage	CC	\$42.50
9/3/2021	Breakfast	Meals	CASH	\$10.00
9/3/2021	Lunch	Meals	CASH	\$15.00
9/3/2021	Dinner With Client	Meals	CC	\$55.00
9/4/2021	Tip at Hotel	Misc	CASH	\$10.00

Note: Kindly, attach receipts of all transactions

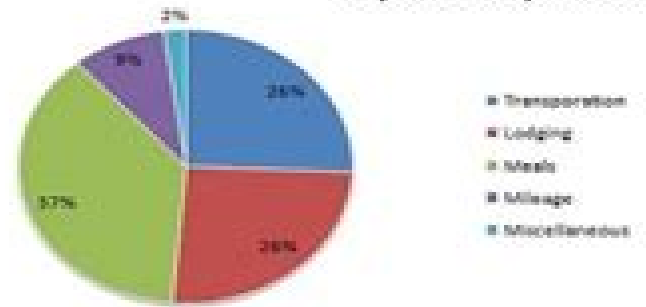
Subtotal: \$467.50
Advance: \$500.00
Balance: -\$32.50

Approved By: _____

Employee

Accountant

Expense Analysis Chart



Transportation	Lodging	Meals	Mileage	Miscellaneous
\$120.00	\$120.00	\$175.00	\$42.50	\$10.00

Expense Analysis

Transportation	Lodging	Meals	Mileage	Miscellaneous
\$85.00				
	\$120.00			
\$25.00				
		\$10.00		
		\$15.00		
		\$25.00		
\$10.00				
		\$10.00		
		\$15.00		
		\$20.00		
			\$42.50	
		\$10.00		
		\$15.00		
		\$55.00		
				\$10.00
\$120.00	\$120.00	\$175.00	\$42.50	\$10.00

Travel And Business Expense Report

Guillaume Favre



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Travel, Entertainment, Gift, and Car Expenses, 1998

Business Taxpayer Information Publications, 2004

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tries to provide a landscape of rationales and concepts in business processes with a discussion of alternatives

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Your Federal Income Tax for Individuals United States. Internal Revenue Service, 1980

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