

# TRAVEL EXPENSE REPORT

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

Employee Number: \_\_\_\_\_ Department: \_\_\_\_\_

Business Purpose: \_\_\_\_\_

	Date					GST	PST	
Location								Total
TRANSPORTATION	Air, Rail, Bus, Etc.							
	Car Rental							
	Taxi, Limousine							
	Automobile Expenses							
	Parking, Tolls							
Lodging								
MEALS	Breakfast							
	Lunch							
	Dinner							
Phone								
Entertainment								
Other*								
Total								

Total GST

Total PST

Less Cash Advance	
Balance Due Employee	
Balance Due Company	

\*Other (include description and amount):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

_____ Employee Signature
_____ Date
_____ Supervisor Signature
_____ Date