

TRAVEL EXPENSE REPORT

Employee Name: _____

Employee Number: _____ Department: _____

Business Purpose: _____

	Date					GST	PST	Total
Location								
TRANSPORTATION	Air, Rail, Bus, Etc.							\$0.00
	Car Rental							\$0.00
	Taxi, Limousine							\$0.00
	Automobile Expenses							\$0.00
	Parking, Tolls							\$0.00
Lodging							\$0.00	
MEALS	Breakfast							\$0.00
	Lunch							\$0.00
	Dinner							\$0.00
Phone							\$0.00	
Entertainment							\$0.00	
Other*							\$0.00	
Total		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Total GST \$0.00 Total PST \$0.00

*Other (include description and amount):

Less Cash Advance	
Balance Due Employee	\$0.00
Balance Due Company	

_____ Employee Signature
_____ Date
_____ Supervisor Signature
_____ Date