

Business Trip Expense List

Expenses/Reimburse

Address _____	Flight Number _____
Flight # from _____	Other Expense _____
Class of _____	Amount \$ _____
Departure Date _____	Arrival Date _____
Destination From _____	Destination _____
Other Expense _____	Travel Agency _____
Travel Date _____	To _____

Accommodations

Room # _____	Address _____
Room Rate _____	Phone Number _____
Tax _____	Tax _____
Hotel Name _____	Hotel Code _____

Room # _____	Address _____
Room Rate _____	Phone Number _____
Tax _____	Tax _____
Hotel Name _____	Hotel Code _____

Fares

Fare # _____	Agency _____
Address _____	Phone # _____

Fare # _____	Agency _____
Address _____	Phone # _____

Meals

Meal # _____	Address _____
Address _____	Phone # _____
Date _____	Date _____
Name _____	Name _____

Meal # _____	Address _____
Address _____	Phone # _____
Date _____	Date _____
Name _____	Name _____

Meal # _____	Address _____
Address _____	Phone # _____
Date _____	Date _____
Name _____	Name _____