

Business Trip Expense List

Expenses/Reimburse

Address _____	Flight Number _____
Flight #/Date _____	Other Expense _____
Company # _____	Amount \$ _____
Department Name _____	Account Name _____
Business Unit _____	Business _____
Other Name _____	Travel Agent _____
Phone No. _____	Tax _____

Accommodations

Room # _____	Address _____
Room No. _____	Rooming Order _____
Room Number _____	Room Number _____
Room Type/Brand _____	Room Code _____

Room # _____	Address _____
Room No. _____	Rooming Order _____
Room Number _____	Room Number _____
Room Type/Brand _____	Room Code _____

Travel

Travel #/ _____	Travel No. _____
Address _____	Travel No. _____

Travel #/ _____	Travel No. _____
Address _____	Travel No. _____

Meals

Meal #/ _____	Meal No. _____
Address _____	Meal No. _____
Date _____	Meal No. _____
Name _____	

Meal #/ _____	Meal No. _____
Address _____	Meal No. _____
Date _____	Meal No. _____
Name _____	

Meal #/ _____	Meal No. _____
Address _____	Meal No. _____
Date _____	Meal No. _____
Name _____	