

# 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	
<b>Total</b>		\$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