# Expense Form

| | | |
|---|---|---|
| **Employee Name** | | |
| **Employee ID** | | |
| **Trip dates** | **Start on** | |
| | **End on** | |
| **Purpose** | | |

| **Expenses at a glance** | |
|---|---|
| Total trip days | |
| Transportation Expense | $0.00 |
| Lodging Expense | $0.00 |
| Meal Expense | $0.00 |
| **TOTAL TRIP EXPENSES** | **$0.00** |

| | Transportation | | | Lodging | Meals | | | |
|---|---|---|---|---|---|---|---|---|
| **Date** | **From (origin)** | **to (destination)** | **$** | **$** | **Breakfast** | **Lunch** | **Dinner** | **Snacks** |
| | | | | | | | | |
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| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | **$0.00** | **$0.00** | **$0.00** | **$0.00** | **$0.00** | **$0.00** |