

# EMPLOYEE TRAVEL AND MILEAGE REIMBURSEMENT TEMPLATE

EMPLOYEE NAME:

DEPARTMENT:

EMPLOYEE ID:

SUPERVISOR / MANAGER:

PURPOSE OF TRAVEL:

PERIOD COVERED:

## 1. TRAVEL EXPENSES (AIRFARE, LODGING, MEALS, ETC.)

DATE	CATEGORY (EG. HOTEL, MEAL)	DESCRIPTION / BUSINESS PURPOSE	AMOUNT
TOTAL TRAVEL EXPENSES:			

## 2. MILEAGE LOG

DATE	ORIGIN	DESTINATION	BUSINESS PURPOSE	TOTAL MILES	RATE	TOTAL AMOUNT
TOTAL MILEAGE REIMBURSEMENT:						

## SUMMARY OF REIMBURSEMENT

TOTAL EXPENSES:	
TOTAL MILEAGE:	
TOTAL DUE:	

EMPLOYEE SIGNATURE DATE

APPROVER APPROVAL SIGNATURE DATE

AUTHORIZED APPROVER SIGNATURE DATE