

FLIGHT & AIRFARE EXPENSE REPORT

Employee Name
Report Date
Department / Team
Report ID / Ref
Manager / Approver
Business Purpose

FLIGHT DETAILS

DATE	AIRLINE / CARRIER	FLIGHT NO.	DEPARTURE CITY	ARRIVAL CITY	CLASS (ECON/BIZ)	AMOUNT

ANCILLARY & ADDITIONAL FEES (BAGGAGE, WI-FI, SEAT SELECTION, ETC.)

DATE	ASSOCIATED FLIGHT / DESCRIPTION	FEE TYPE / CATEGORY	AMOUNT

Flight Subtotal	
Ancillary Fees Subtotal	
Other / Adjustments	
Total Expense	

NOTES & SPECIAL INSTRUCTIONS

Employee Signature Date

Authorised Approver Signature Date