

# GLOBAL MOBILITY TRAVEL EXPENSE STATEMENT

International Relocation & Assignment Expense Reimbursement

## EMPLOYEE DETAILS

EMPLOYEE NAME

EMPLOYEE ID

DEPARTMENT / COST CENTER

MANAGER NAME

HOME COUNTRY ENTITY

HOST COUNTRY ENTITY

## TRIP & ASSIGNMENT DETAILS

DEPARTURE DATE

RETURN DATE

ORIGIN CITY/COUNTRY

DESTINATION CITY/COUNTRY

BASE/HOME CURRENCY

PURPOSE OF TRAVEL

## EXPENSE ITEMIZATION

DATE	EXPENSE CATEGORY	DESCRIPTION / BUSINESS PURPOSE	COUNTRY / CITY	LOCAL AMOUNT	CURRENCY	EX RATE	TOTAL (HOME CURRENCY)

DATE	EXPENSE CATEGORY	DESCRIPTION / BUSINESS PURPOSE	COUNTRY / CITY	LOCAL AMOUNT	CURRENCY	EX. RATE	TOTAL (HOME CURRENCY)
<b>Subtotal:</b>							
<b>Less: Cash Advance Received:</b>							
<b>Net Due to Employee / (Company):</b>							

### AUTHORIZATIONS & APPROVALS

\_\_\_\_\_  
**Claimant / Employee**

\_\_\_\_\_  
 Signature & Date

\_\_\_\_\_  
**Line Manager**

\_\_\_\_\_  
 Signature & Date

\_\_\_\_\_  
**Global Mobility / HR Representative**

\_\_\_\_\_  
 Signature & Date

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**Submission Guidelines:**

1. Attach all original receipts or electronic copies corresponding to the items detailed above.
2. For foreign currency transactions, attach documentation of exchange rate used (e.g., credit card statement).
3. Submit this form within thirty (30) days of completion of travel or relocation event.