

HOTEL STAY & LODGING EXPENSE SHEET

EMPLOYEE NAME:

DEPARTMENT:

PURPOSE OF TRAVEL:

REPORT DATE:

MANAGER NAME:

PROJECT / CODE:

STAY & LODGING DETAILS

HOTEL NAME:

HOTEL ADDRESS:

ROOM NUMBER:

CHECK-IN DATE:

CHECK-OUT DATE:

TOTAL NIGHTS:

EXPENSE ITEMIZATION

DATE	DESCRIPTION (ROOM RATE, TAXES, PARKING, MEALS, ETC.)	AMOUNT

Subtotal	
Tax / VAT	
Total Due	

PAYMENT METHOD:

EMPLOYEE SIGNATURE & DATE

APPROVER SIGNATURE & DATE