

# CROSS-BORDER BUSINESS TRAVEL LEDGER

International Expense Report & Reconciliation

Employee Name		Department	
Destination City/Country		Base Currency	
Departure Date		Return Date	
Purpose of Travel			

DATE	EXPENSE CATEGORY	DESCRIPTION / SUPPLIER	COUNTRY & CITY	LOCAL CURRENCY	LOCAL AMOUNT	EXCHANGE RATE	BASE AMOUNT	RECEIPT REFERENCE

Subtotal (Base Currency)	
Less: Corporate Card / Prepaid	
Less: Cash Advance Received	
Total Reimbursable / Due to Company	

\_\_\_\_\_  
Claimant Signature  
Date:

\_\_\_\_\_  
Authorized Approver  
Date:

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**Finance & Accounts**

Date: