

EXPO TRAVEL & LODGING EXPENSE TRACKER

EMPLOYEE NAME:

TRADE SHOW / EXPO:

DEPARTMENT:

DESTINATION / CITY:

MANAGER NAME:

DATES OF TRAVEL:

1. TRAVEL EXPENSES (FLIGHTS, TRAIN, PERSONAL VEHICLE, RIDESHARE)

DATE	TYPE OF TRAVEL	DESCRIPTION / PURPOSE	RECEIPT?	AMOUNT
Total Travel Expenses:				

2. LODGING EXPENSES (HOTEL, AIRBNB, ACCOMMODATIONS)

CHECK-IN	CHECK-OUT	HOTEL / ACCOMMODATION NAME	DAILY RATE	NIGHTS	TOTAL COST
Total Lodging Expenses:					

3. GROUND TRANSPORTATION & PARKING

DATE	SERVICE (E.G., TAXI, SUBWAY, VALET)	ROUTE / BUSINESS PURPOSE	RECEIPT?	AMOUNT

DATE	SERVICE (E.G., TAXI, SUBWAY, VALET)	ROUTE / BUSINESS PURPOSE	RECEIPT?	AMOUNT
Total Ground Transportation:				

TOTAL TRAVEL (1)

TOTAL LODGING (2 + 3)

GRAND TOTAL CLAIM

Employee Signature & Date

Authorized Approver Signature & Date