

GLOBAL BUSINESS TRIP EXPENSE TRACKER

International Travel Expense Report & Reimbursement Form

EMPLOYEE NAME

DEPARTMENT / COST CENTER

MANAGER / APPROVER

TRIP DESTINATION (CITY, COUNTRY)

DEPARTURE DATE

RETURN DATE

PURPOSE OF TRIP

PRIMARY REIMBURSEMENT CURRENCY

SUBMISSION DATE

Total Reimbursable

Total Non-Reimbursable

Cash Advances Received

Net Reimbursement Due

EMPLOYEE SIGNATURE & DATE

AUTHORIZED APPROVER SIGNATURE & DATE