

# TRAVEL MEAL ALLOWANCE & EXPENSE SHEET

Detailed Daily Dining & Incidental Expenses Statement

**Employee Name:**

**Department:**

**Purpose of Travel:**

**Travel Start Date:**

**Travel End Date:**

**Destination City/State:**

**TOTALS**

**Business Purpose Notes / Exception Explanations:**

**Total Actual Expenses:**

**Less: Non-Reimbursable:**

**Total Reimbursement Claimed:**

**Employee Signature Date**

**Authorized Approver Signature Date**