



# WORLDWIDE EMPLOYEE TRAVEL EXPENSE REPORT

International Travel & Multi-Currency Reimbursement

EMPLOYEE NAME  
REPORT DATE  
DEPARTMENT / COST CENTER  
EMPLOYEE ID  
MANAGER / APPROVER  
BASE CURRENCY  
PURPOSE OF TRAVEL  
DESTINATION CITIES/COUNTRIES

DATE	CITY & COUNTRY	EXPENSE CATEGORY	DESCRIPTION / BUSINESS PURPOSE	FOREIGN CURRENCY	ORIGINAL AMOUNT	EXCHANGE RATE	TOTAL (BASE CURRENCY)

<b>Subtotal (Base Currency)</b>	
<b>Less: Cash Advance / Prepaids</b>	
<b>Net Reimbursement Due</b>	

\_\_\_\_\_  
Employee Signature Date

\_\_\_\_\_  
Authorized Approval Signature Date