INTERNATIONAL BUSINESS TRAVEL EXPENSE TRACKER

Employee Name

Department

Job Title

Manager / Approver

Purpose of Trip

Destination(s)

Departure Date

Return Date

DATE	CATEGORY	DESCRIPTION / BUSINESS PURPOSE	CITY & COUNTRY	LOCAL AMOUNT	CURRENCY	EXCHANGE RATE	AMOUNT (HOME CURRENCY)	RECEIPT
								☐
								☐
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Notes / Explanations for Exceptions

Subtotal	
Less: Cash Advance	
Total Reimbursement Due	

EMPLOYEE SIGNATURE & DATE

MANAGER APPROVAL & DATE

FINANCE DEPT. VERIFICATION