

# INTERNATIONAL BUSINESS TRAVEL PAYROLL REIMBURSEMENT TEMPLATE

## Employee & Payroll Details

EMPLOYEE NAME

EMPLOYEE ID

DEPARTMENT / COST CENTER

JOB TITLE

MANAGER NAME

PAY PERIOD DATE RANGE

## Trip Information

PURPOSE OF TRAVEL

DESTINATION (CITY & COUNTRY)

DEPARTURE DATE

RETURN DATE

BASE CURRENCY

## Travel Expense Breakdown

Date	Expense Description	Category	Foreign Currency	Exchange Rate	Amount (Foreign)	Amount (Base)

Date	Expense Description	Category	Foreign Currency	Exchange Rate	Amount (Foreign)	Amount (Base)
<b>Total Reimbursable Expenses:</b>						
<b>Less: Cash Advances / Prepaid Items:</b>						
<b>Net Reimbursement to Payroll:</b>						

## Authorizations

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Employee Signature & Date

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Department Manager Signature & Date

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HR / Global Mobility Approval & Date

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Payroll Processor Signature & Date