

# FOREIGN CURRENCY TRAVEL EXPENSE LOG

<b>Employee Name:</b> _____ <b>Purpose of Travel:</b> _____ <b>Departure Date:</b> _____ <b>Home Currency:</b> _____	<b>Department:</b> _____ <b>Destination Country:</b> _____ <b>Return Date:</b> _____ <b>Report Date:</b> _____
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Date	Category	Description / Business Purpose	City/Country	Foreign Currency	Foreign Amount	Exchange Rate	Amount (Home Currency)	Receipt Ref #

<b>Total Expenses</b>	
<b>Less: Cash Advance</b>	
<b>Total Reimbursement Due</b>	

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

\_\_\_\_\_  
Manager Approval Signature & Date