# PASSPORT & VISA EXPENSE REPORT

**EMPLOYEE NAME**

**REPORT DATE**

**DEPARTMENT**

**PURPOSE OF TRAVEL**

**MANAGER / APPROVER**

**PROJECT / COST CENTER**

| DATE | ITEM DESCRIPTION | DESTINATION COUNTRY | DETAILS / NOTES | RECEIPT (Y/N) | AMOUNT |
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| **SUBTOTAL** | |
| **OTHER FEES** | |
| **TOTAL EXPENSE** | |

**EMPLOYEE SIGNATURE**

Date: _____

**AUTHORIZED APPROVER SIGNATURE**

Date: _____