

SEMINAR TRAVEL AND LODGING COST SHEET

Expense Template for Conference and Seminar Travel

Employee Name: _____ Department: _____
Seminar Name: _____ Destination: _____
Start Date: _____ End Date: _____

1. TRANSPORTATION EXPENSES

DATE	DESCRIPTION (AIRFARE, TRAIN, TAXI, MILEAGE)	AMOUNT
Transportation Total:		

2. LODGING EXPENSES

DATE	HOTEL NAME & LOCATION	DAILY RATE	AMOUNT
Lodging Total:			

3. MEALS & INCIDENTALS

DATE	DESCRIPTION / DETAILS	AMOUNT
Meals & Incidentals Total:		

SUMMARY OF EXPENSES

Total Transportation (Section 1)	
Total Lodging (Section 2)	
Total Meals & Incidentals (Section 3)	
Other / Miscellaneous Expenses	

GRAND TOTAL:	
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Employee Signature

Date

Manager / Approver Signature

Date