

# CORPORATE TRAVEL DINING REIMBURSEMENT

Expense Report Template

## Employee & Trip Information

Employee Name \_\_\_\_\_

Department \_\_\_\_\_

Employee ID \_\_\_\_\_

Manager / Approver Name \_\_\_\_\_

Client / Project Code \_\_\_\_\_

Purpose of Travel \_\_\_\_\_

Trip Start Date \_\_\_\_\_

Trip End Date \_\_\_\_\_

## Meal Expense Details

Date	Meal Type	Establishment / Restaurant	Location (City/State)	Receipt (Y/N)	Amount
	▼			▼	
	▼			▼	
	▼			▼	
	▼			▼	
	▼			▼	
Total Reimbursement Claimed:					

## Authorization & Approvals

\_\_\_\_\_  
Employee Signature

Date \_\_\_\_\_

\_\_\_\_\_  
Authorized Approver Signature

Date \_\_\_\_\_