

BUSINESS TRAVEL EXPENSE REPORT

Multi-Currency Template

Employee Name:

Department:

Purpose of Travel:

Report Date:

Destination Country:

Base Currency:

Departure Date:

Return Date:

EXCHANGE RATE REFERENCE

EXPENSE SUMMARY

**Total Expenses (Base
Currency)**

Less: Cash Advance Received

Less: Company Paid/Direct Bill

**Reimbursement Due to
Employee**

CLAIMANT SIGNATURE & DATE

MANAGER APPROVAL & DATE

FINANCE DEPARTMENT & DATE