**TRAVEL EXPENSE REPORT**

**Company Name**  
Address  
000-000-0000  
www.website.com

**EXPENSE REPORT**

|  |  |
| --- | --- |
| **Submitted by** |  |
| **Submitted on** |  |
| **Description of Report** |  |
| **Cost Centre** |  |

**ITEMS**

|  |  |  |
| --- | --- | --- |
| **Date** | **Detail** | **Amount ($)** |
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| **TOTAL** | | **$** |

|  |  |
| --- | --- |
| **Reviewed by** |  |
| **Comments** |  |
| **Authorized Signature** |  |