

## Travel & Expense Report

|           |  |
|-----------|--|
| Date:     |  |
| Employee: |  |
| Location: |  |

[illegible][illegible]

| Purpose of Trip |       | Summary             | Amount |
|-----------------|-------|---------------------|--------|
|                 |       | Total Expenses      |        |
|                 |       | Less Cash Advances: |        |
| Signature:      | Date: | Less Charges to Co: |        |
| Approved By:    | Date: | Balance Due:        |        |