|  |
| --- |
| TRAVEL EXPENSES |

|  |  |  |  |
| --- | --- | --- | --- |
| Name | {Item.Name} | Department | {Department} |
| Email | {Email} | Approved by | {Approved by} |
| Employee ID | {Employee ID} | Approval Date | {Approval Date} |

|  |
| --- |
| Expenses |

|  |  |  |
| --- | --- | --- |
| **Dates** | **Details** | **Amount** |
| {#Subitems}{Date} | {Item.Name} | **{Amount}** |
|  | Total | **{SubitemsTotals. Amount}** |

|  |  |  |
| --- | --- | --- |
|  |  |  |
| **Signed: {Approved by}** |  | **{Approval Date}** |