

# Travel Expense Report

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

Date: \_\_\_\_\_

Base Store: \_\_\_\_\_

Travel From City: \_\_\_\_\_

Travel Dates:

Travel To City: \_\_\_\_\_

Leave: \_\_\_\_\_

Mileage will be calculated and paid on a city to city basis

Return: \_\_\_\_\_

Meal Ticket Total: \$ \_\_\_\_\_

Receipts must be attached for reimbursement

Store Location: \_\_\_\_\_

If working at another store

Purpose of trip: \_\_\_\_\_

Approved by: \_\_\_\_\_

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