

Employee Details

Employee name:	Insert full name	Date:	DD/MM/YYYY
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Travel Details

Travel destination:	Insert destination				
Departure date:	DD/MM/YYYY	Return date:	DD/MM/YYYY	Number of days away:	█

Car rental required:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Approximate cost per day:	\$ █
If yes, how many days?	█ days		
Flights required?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Approximate cost:	\$ █
Nights hotel required:	█ nights	Approximate cost per night:	\$ █
Approximate cost of travel, including meals and incidentals:			\$ █

Travel expenses charged to:	Purpose of travel:
Insert department name	
What is the expected return on investment for these travel expenses?	
█	

Cash Advance

Cash advances are only provided to employees who do not have a corporate credit card and who are not in a position to pay for travel expenses up front and be reimbursed.

Cash advance requested:	\$ █		
Currency:	EXAMPLE: US \$	Check required for:	DD/MM/YYYY



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