

Employee Details

| | | | |
|-----------------------|------------------|--------------|------------|
| Employee name: | Insert full name | Date: | DD/MM/YYYY |
|-----------------------|------------------|--------------|------------|

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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- Create HR intranet

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- Remote Workforce Portal
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