

Company Name:

Phone:

Email Address:

City, State, Zip Code:

Tour Report Template

Tour Expense Report

|  |  |
| --- | --- |
| Employee Signature: | Date: |
| Department Approval: | Date: |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Name: | | Department: | | | | Date: | |
| Purpose of Trip: | | Reimbursement Address: | | | | |  |
| **Travel Date** | **Description** | **Transportation** | **Lodging** | **Meals** | **Misc. Expenses** | | **Daily Totals** |
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| Total Travel Expenses: | |  |  |  |  | |  |
| Company Account/Fund: | | | Total Owed to Employee: | | | |  |