|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Travel Expenses | | | | | | | | |
| **Name** |  | | | | | Page of | | |
|  | | | | | | | | |
| Expenses | | Dates | Details | | | | | Amount |
| Transportation | | 7/2/2008 | Taxi | | | | | $100.00 |
|  | | 7/2/2008 | Air | | | | | $1,500.00 |
|  | | 20/2/2008 | Air | | | | | $1,500.00 |
|  | | 20/2/2008 | Taxi | | | | | $100.00 |
| Accommodation | | 8/2/2008 | Location Singapore | | | | | $200.00 |
|  | | 9/2/2008 – 18/2/2008 | Location Addis Ababa | | | | | $1500.00 |
| Meals | | 7/2/2008 – 20/2/2008 | 14 | days | @$50.00 | | per day |  |
| Conference fees | | 15/8/2008 | Education Development | | | | | $450.00 |
| Other | | 8/2/2008 | Gifts | | | | | $100.00 |
| Subtotal | | | | | | | |  |
| Less amount paid by company | | | | | | | | $2000.00 |
| Total amount owing to employee | | | | | | | |  |
|  | | | | | | | |  |
| Signature Date | | | | | | | |  |

Please attach receipts for all listed expenses, sign the form and send to the Accounting Department.