|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Travel Expenses | | | | | | | | |
| **Name** |  | | | | | Page of | | |
|  | | | | | | | | |
| Expenses | | Dates | Details | | | | | Amount |
| Transportation | | 9/1/2014 | Taxi | | | | | $100.00 |
|  | | 9/1/2014 | Air | | | | | $1,500.00 |
|  | | 17/1/2014 | Air | | | | | $1,500.00 |
|  | | 17/1/2014 | Taxi | | | | | $100.00 |
| Accommodation | | 10/1/20014 | Location Singapore | | | | | $200.00 |
|  | | 11/1/2014 – 15/1/2014 | Location Addis Ababa | | | | | $1500.00 |
| Meals | | 9/1/2014 – 17/1/2014 | 14 | days | @$250.00 | | per day |  |
| Conference fees | | 13/1/2014 | Education Development | | | | | $450.00 |
| Other | | 10/1/2014 | 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.