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| **Domestic Business Trip Reimbursement Form**  |
| **Date\*：** |
| **Reimbursement Requester\*** |  | **Department\*** |  |
| **Business Trip Type\*** |  | **Business Trip Companion** |  |
| **Business Trip Location\*** |  |
| **Business Trip Start Date\*** |  | **Business Trip End Date\*** |  |
| **Business Trip Duration\*** |  | **Number of Past Business Trip**  |  |
| **Itinerary Details****\*** |  |
| **Additional notes** |  |
| **NO.** | **Month\*** | **Day\*** | **Location or reason\*** | **Transport** | **Accomodation** | **Meal** | **Other** | **Subtotal** | **Remark** |
|  |  |  |  |  |  |  |  |  |  |
| **Total Expense** |  |  |  |  |  |  |
| **Currency** | **Advance Amount** | **Total Expenses** | **Remaining Amount** | **Remark** |
| **$** |  |  |  |  |
| **Recipient Signature** |  | **Payer Signature** |  |