Best to download this form to your PC and then fill out and print in order for the calculations to work.

BABSON

Employee Expense Report

List meal itemization on page 2

Employee Name	
Department Name	
Account Number	

From(Date)	
To (Date)	
Destination	
Purpose of Trip	

Date								**Total**
Airfare								
* Personal Car								
Rental Car/Gas								
Parking/Tolls								
Taxi/Limo//Rail								
Breakfast								
Lunch								
Dinner								
Snacks/Beverage								
Hotel								
Tips								
Other								
Registration Fee 6502								
Daily Totals								

Employee Signature/Date		
Supervisor Signature/Date		
VP/Director Signature/Date		

Currency	Exchange Rate

Print Form

Total Expenses	
Less Advance	
Less PCard	
◯ Balance Due Babson ◯ Balance Due Employee	

**** Enter number of miles - Dollar amount will calculate***

Return To: AP , Nichols Building

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Employee Expense Report

Documentation for business meals/entertainment

Date	Vendor	Name of Attendees	Business Purpose

Description for Other

Date	Description