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**Signed By:**

**Approved By:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Description** | **Transportation** | **Lodges** | **Meal** | **Other** | **Total** |
|  |  |  |  |  |  |  |
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| **Sub-Total:** | | | | | |  |
| **Legal Tax:** | | | | | |  |
| **Grand Total:** | | | | | |  |

**Travel Purpose**

**Emp. ID**

**End Date**

**Start Date**

**Name**

INSERT TAGLINE

**COMPANY NAME**

**TRAVEL EXPENSE**

REPORT - 2023