

Travel Expense Report

NAME: Fuhua (Frank) Cheng DATE OF TRIP: / / 2016 - / / 2016

BUSINESS PURPOSE: _____

DATE : / / 2016 (_____ DAY)

TRANSPORTATION (AIR): _____
TRANSPORTATION (CAR RENTAL): _____
LOCAL TAXI, CAREFARE, TOOL, ETC. : _____
LODGING : _____
PER DIEM : _____
ENTERTAINMENT : _____
TOTAL : _____

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OTHER EXPENSES:

DATE	ITEM	EXPLANATION	AMOUNT
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

TOTAL (ENTIRE TRIP) : _____

PREVIOUS TOTAL: _____

CURRENT TOTAL : _____