



2900 Second Avenue  
New York, NY 10028  
Phone 212.555.0177

## Weekly Travel Expense Report

College Visited:  
Employee:  
Position:

Create Travel Template, apply financial  
formatting, remove locked formatting,  
protect worksheet with goseries password

Date	Description	Hotel	Transportation	Meals	Entertainment	Miscellaneous	Total
							\$ -
							-
							-
							-
							-
							-
							-
Grand Total							\$ -