

Yearly Overseas Travel Expenses Summary

Name of Traveler	Job Title	Travel Period	Travel Region	Total amount of travel expenses paid	Airfare			Accommodation			Amount for meals and miscellaneous expenses	Documents showing permission to travel abroad	Mission and Client Name
					Certificate Name	Number of Certificates	Amount	Certificate Name	Number of Certificates	Amount			

Responsible person, representative or administrator: _____ (Seal) Manager: _____ (Seal) Chief Accountant: _____ (Seal)

