



2900 Second Avenue  
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 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
							\$ -
							-
							-
							-
							-
							-
							-
							-
						<b>Grand Total</b>	\$ -