



## EXPENSE REPOT

1. Attach all invoices before submitting

2. Attach a copy of your ticket

3. Expenses should be claimed no later than two weeks after travel completion

Full Name:			ID Number:			Department:		
Purpose:								
Date	Currency	Description of Expense <i>Specify items supported by receipts</i>	Travel	Transportation	Room	Meals	Miscellaneous	Total
Exchange Rate:		Total in Other Currency:			Total Saudi Riyals:			
Comments:			Name and Signature:				Date:	

Refer to Business Travel Policy for more information

### FBSU Official Use Only

Total Expense in Saudi Riyals:	Cash in Advance:	Balance:
VP for Finance and Administration's Name and Signature:		Date: