Overseas business travel report

Blank template for your accountant

Traveller and trip details

Business / company name and ID:

Traveller name and role:

Countries, cities and route:

Departure (date/time): Return (date/time):

Nights by destination: Private days / companions:

Business purpose and connection to the business

Identify meetings, conference or work performed; attach supporting evidence.

Activity log

Date	City / destination	Activity / business contact	Business / private

Attach extra sheets if needed. Identify transit, waiting and holiday days too.

Trip file reference:

Working template; not an official form or approval of deductibility.

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Expense and document register

Keep original and shekel amounts separate. Record conversion method in an annex.

Date	Supplier / category	Amount / FX	ILS	Payer	Doc. ref.

Total costs: Credits / refunds: Private costs:

Advance received: Net reimbursement / repayment after reconciliation:

Attachments checklist

- ☐ Flight itinerary, invoice / receipt and available evidence of travel.
- ☐ Final hotel bill; transport receipts and rental agreement, as relevant.
- ☐ Conference programme, registration and meeting or work evidence.
- ☐ Payment evidence, FX conversions, credits and missing-document notes.

Traveller confirmation: details are accurate and private costs are identified.

Date: Name / signature: Company approval (if applicable):

Tax limits, deductibility and VAT need separate review. Use an agreed document channel.