

Corporate Travel Expense Report Form Sample

This **corporate travel expense report form sample** provides a detailed layout for documenting itemized expenses during business trips. It helps ensure accurate tracking and reimbursement of travel costs such as transportation, accommodation, and meals. Using this form streamlines the expense reporting process for both employees and finance teams.

Employee & Trip Information

Employee Name	_____	Employee ID	_____
Department	_____	Manager Name	_____
Trip Purpose	_____		
Destination	_____	Travel Dates	From: _____ To: _____

Itemized Expense Details

Date	Expense Category	Description	Vendor	Amount (USD)	Receipt Attached
_____	Transportation	Flight from NY to LA	Delta Airlines	\$_____	Yes / No
_____	Accommodation	Hotel stay	Marriott	\$_____	Yes / No
_____	Meals	Dinner with client	Steakhouse	\$_____	Yes / No
_____	Other	Taxi to hotel	Yellow Cab	\$_____	Yes / No
Total				\$_____	

Employee Certification

I certify that the expenses listed above are accurate, necessary for business travel, and comply with the company's travel policy.

Employee Signature	_____	Date	_____
Manager Approval	_____	Date	_____

Instructions: Attach all relevant receipts. If additional rows are needed, please add as required. Submit the completed form to the finance department within 5 business days of returning from your trip.