

Corporate Travel Expense Authorization Form

Use this **expense authorization form** sample to streamline corporate travel approval. It helps ensure all travel expenses are pre-approved and compliant with company policies. Simplify budgeting and expense management with a clear, standardized process.

Employee Information

| | | | |
|-------------|--|----------------|--|
| Name | | Department | |
| Employee ID | | Contact Number | |

Travel Details

| | | | |
|----------------|--|-------------------|--|
| Destination | | Purpose of Travel | |
| Departure Date | | Return Date | |

Estimated Expenses

| Expense Category | Description | Estimated Cost |
|--------------------------------------|-------------|----------------|
| Transportation (e.g., airfare, taxi) | | |
| Accommodation | | |
| Meals | | |
| Other (please specify) | | |
| Total Estimated Cost | | |

Approvals

| | | | |
|---------------------|--|------|--|
| Requested By | | Date | |
| Supervisor Approval | | Date | |
| Finance Approval | | Date | |

Note: Attach supporting documents (e.g., itinerary, quotes) as required. Approval must be obtained prior to incurring travel expenses.