

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.