

Travel Expense Reimbursement Request Form Sample

This **travel expense reimbursement request form sample** streamlines the process of claiming travel costs incurred during business trips. It ensures accurate documentation and swift approval of expenses such as transportation, lodging, and meals. Utilizing this form helps maintain clear financial records and facilitates timely reimbursements.

Employee Name:

Department:

Date Filed:

Purpose of Trip:

Travel Dates:

e.g., 2024-06-10 to 2024-06-12

Date	Description	Expense Type	Amount (USD)	Receipt Attached
<div></div>	<div></div>	<div>Transportation</div>	<div></div>	<div>Yes</div>
<div></div>	<div></div>	<div>Transportation</div>	<div></div>	<div>Yes</div>

Total Amount Claimed (USD):

Additional Comments:

☐ I certify that the above expenses were incurred for the company's business, and the information provided is accurate.

Submit Request