

Employee Travel Expense Form Sample

The **employee travel expense form sample** is a useful template designed to streamline the reporting and reimbursement process for business travel costs. It ensures accurate documentation of expenses such as transportation, lodging, and meals, facilitating efficient financial management. Utilizing this form helps both employees and employers maintain clear records for auditing and budget tracking purposes.

Employee Information

Name		Employee ID	
Department		Manager	

Travel Details

Trip Purpose			
Destination		Dates of Travel	

Expense Report

Date	Description	Type (Transportation, Lodging, Meal, etc.)	Amount (\$)	Receipt Attached
Total				

Employee Certification

I certify that the above expenses are accurate and were incurred for business purposes only.

Signature: _____ Date: _____

Manager Approval

Approved By: _____ Date: _____