

Monthly Travel Expense Report Form Sample

The **monthly travel expense report form sample** provides a structured template to efficiently document and track travel-related costs. It ensures accurate recording of expenses for reimbursement and budgeting purposes. This form simplifies reporting and helps maintain organized financial records for business trips.

Employee Information

Employee Name	
Employee ID	
Department	
Month/Year	
Supervisor	

Expense Summary

Date	Description	Category	Amount (USD)	Receipt Attached (Y/N)	Notes
		Transportation			
		Accommodation			
		Meals			
		Other			
Total					

Approvals

Employee Signature		Date	
Supervisor Approval		Date	