

# Downloadable Travel Expense Report Form Sample

Download this **travel expense report form** sample to efficiently track and manage your small business travel costs. Designed for easy customization, it helps ensure accurate reporting and expense reimbursement. Simplify your expense management process and maintain organized records with this user-friendly template.

## Sample Travel Expense Report Form

### Employee Information

Employee Name:

Department:

Purpose of Trip:

### Travel Details

Destination:

Departure Date:

Return Date:

### Expense Details

Date	Description	Category	Amount (\$)
<input type="text"/>	<input type="text"/>	Transportation <input type="button" value="▼"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	Transportation <input type="button" value="▼"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	Transportation <input type="button" value="▼"/>	<input type="text"/>

Total Amount:

Employee Signature:

Date:

[Download Sample Travel Expense Report Form \(Excel\)](#)