

# Training Workshop Expense Request Form

This **training workshop expense request form** sample streamlines the process of submitting and approving expenses associated with professional development sessions. It ensures accurate documentation and quick reimbursement for attendees and organizers alike. Utilizing this form helps maintain organized financial records for corporate training activities.

Name of Attendee/Organizer

Email Address

Department

Workshop Title

Workshop Date(s)

Location

Expense Type

Amount Requested (USD)

Expense Description

Provide a detailed description of the expense

Supporting Documents (Receipts, Invoices, etc.)

Choose File

No file selected

Additional Notes (Optional)

Submit Request

