

# 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**

e.g., Travel, Accommodation, Meals, Materials

**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**

