

Travel Claim Form Sample

This **travel claim form sample** provides a structured way to itemize hotel and meal expenses incurred during business trips. It simplifies reimbursement by clearly documenting costs and supporting receipts. Using this form ensures accurate and efficient expense tracking for travelers and finance teams.

Traveler Information

Name	<input type="text"/>	Employee ID	<input type="text"/>
Department	<input type="text"/>	Trip Purpose	<input type="text"/>
Travel Dates	From <input type="text"/> To <input type="text"/>		

Expense Details

Date	Expense Type	Description	Amount (USD)	Receipt Attached
<input type="text"/>	Hotel ▾	e.g., Hotel name or Meeting	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	Hotel ▾	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Total			<input type="text"/>	

Additional Comments

Add any additional information or justifications here

Submit Claim