

Travel Expense Reimbursement Form Sample (Excel Format)

Download our **travel expense reimbursement form sample** in Excel format to easily track and submit your business trip expenses. This user-friendly template ensures accurate record-keeping and simplifies the approval process. Efficiently manage your travel costs with this customizable and professional form.

Download Excel Template

Preview of the Excel Form Structure:

Date	Description	Expense Type	Amount	Receipts Attached	Notes
2024-06-10	Flight to New York	Transportation	\$350.00	Yes	Delta Airlines
2024-06-11	Hotel Accommodation	Lodging	\$210.00	Yes	Hilton Hotel
2024-06-12	Client Dinner	Meals	\$55.00	Yes	Business Meeting

Instructions:

- Download and open the Excel file.
- Fill in your personal and travel information.
- Enter each expense with the date, description, type, and amount.
- Attach digital receipts where required.
- Sum your total and submit for approval.