

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.

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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:

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