

# Detailed Expense Claim Record Form – Conference Attendance

This **detailed expense claim record form** sample helps accurately document all expenses incurred during conferences, ensuring clear and organized reimbursement requests. It includes sections for travel, accommodation, meals, and other related costs, facilitating transparent financial tracking. Utilizing this form streamlines the approval process and maintains proper expense accountability.

## Personal & Conference Details

Claimant's Name		Employee ID	
Conference Title		Date(s) Attended	
Department		Supervisor	

## Travel Expenses

Date	Description	From	To	Mode of Transport	Amount (USD)	Receipt Attached

## Accommodation Expenses

Date	Hotel Name	Location	Nights	Amount per Night (USD)	Total (USD)	Receipt Attached

## Meals & Incidentals

Date	Meal Type	Location/Provider	Amount (USD)	Receipt Attached

## Other Expenses

Date	Description	Amount (USD)	Receipt Attached

## Summary

Expense Category	Total Amount (USD)
Travel	
Accommodation	
Meals & Incidentals	
Other	
Grand Total	

## Certification & Authorization

Claimant's Signature		Date	
Supervisor's Signature		Date	