

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