

Printable Travel Expense Report Form Sample (Excel)

Download this **printable travel expense report form sample** in Excel to efficiently track and manage your travel costs. The template is fully customizable, allowing easy input of transportation, lodging, meals, and other expenses. Streamline your reimbursement process with this organized and professional expense report.

[Download Excel Template](#)

Sample Preview:

Employee Information			
Name:	Enter your name	Department:	Enter department
Purpose of Trip:	Business meeting	Travel Dates:	MM/DD/YYYY - MM/DD/YY
Date	Expense Description	Category	Amount (USD)
	E.g. Airfare, Hotel, Meal	Transportation ▾	
		Transportation ▾	
			Total:

Instructions:

1. Download the Excel template using the link above.
2. Fill in your personal, trip, and expense details in the provided fields.
3. Attach receipts for all claimed expenses as required by your company.
4. Submit the completed form to the appropriate department for reimbursement.