

# Travel Expense Reimbursement Form Sample

The **travel expense reimbursement form sample** includes detailed itemized expenses to ensure accurate reporting and easy approval. It helps employees document transportation, lodging, meals, and other travel-related costs clearly. This form streamlines the reimbursement process by providing a standardized format for expense tracking.

## Employee Information

|                   |  |             |                 |
|-------------------|--|-------------|-----------------|
| Name              | [Employee Name]                        | Department  | [Department]    |
| Employee ID       | [Employee ID]                          | Email       | [Email Address] |
| Travel Dates      | [Start Date] to [End Date]             | Destination | [City, Country] |
| Purpose of Travel | [Meeting/Conference/Client Visit/etc.] |             |                 |

## Itemized Travel Expenses

| Date       | Expense Type         | Description                   | Amount (USD) | Receipt Attached |
|------------|----------------------|-------------------------------|--------------|------------------|
| 2024-05-20 | Transportation       | Flight ticket - Economy class | 350.00       | Yes              |
| 2024-05-20 | Lodging              | Hotel stay - 2 nights         | 400.00       | Yes              |
| 2024-05-21 | Meals                | Dinner at Hotel               | 35.00        | Yes              |
| 2024-05-21 | Local Transportation | Taxi to meeting location      | 22.00        | Yes              |
| 2024-05-22 | Meals                | Lunch at Cafe                 | 18.00        | Yes              |
| Total      |                      |                               | 825.00       |                  |

## Employee Certification

I certify that the above expenses were incurred for business purposes and all supporting documentation is attached.

|                        |                        |
|------------------------|------------------------|
| Employee Signature:    | Manager Approval:      |
| <div>Date: _____</div> | <div>Date: _____</div> |