

# 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:
Date: _____	Date: _____