

# Employee Travel Expense Receipt Form

This **Employee travel expense receipt form sample** provides a structured way to document travel-related costs efficiently. It includes sections for itemized expenses, dates, and approval signatures to ensure accurate reimbursement. Using this form helps streamline the expense reporting process for both employees and management.

## Employee Information

|               |                    |
|---------------|--------------------|
| Employee Name | Employee ID        |
| Department    | Date of Submission |
| Trip Purpose  |                    |
| Travel Dates  | Destination        |

## Itemized Expenses

| Date         | Description | Payment Method | Amount (USD) | Receipt Attached |
|--------------|-------------|----------------|--------------|------------------|
|              |             |                |              | Yes / No         |
|              |             |                |              | Yes / No         |
|              |             |                |              | Yes / No         |
| <b>Total</b> |             |                |              |                  |

## Employee Certification

I certify that the expenses listed above are accurate and were incurred for business purposes in accordance with company policies.

|                    |  |      |  |
|--------------------|--|------|--|
| Employee Signature |  | Date |  |
|--------------------|--|------|--|

## Manager Approval

|              |  |           |  |      |  |
|--------------|--|-----------|--|------|--|
| Manager Name |  | Signature |  | Date |  |
|--------------|--|-----------|--|------|--|