

# 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
Total				

## 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	
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## Manager Approval

Manager Name		Signature		Date	
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