

Business Travel Expense Reimbursement Form

Use this **business travel expense reimbursement form sample** to accurately document and submit your travel-related expenses for reimbursement. It helps streamline the approval process by clearly listing all costs incurred during official trips. This form ensures timely and efficient reimbursement, promoting transparency in business travel expenditures.

Employee Information

Name		Employee ID	
Department		Email	
Travel Purpose			
Travel Dates		Destination	

Travel Expenses

Date	Expense Type	Description	Amount (USD)	Receipt Attached
	<div>Airfare</div>			<input type="checkbox"/> Yes
	<div>Airfare</div>			<input type="checkbox"/> Yes
Total				

Employee Certification

I hereby certify that the above listed expenses were incurred for official business travel and are in accordance with company policy.

Employee Signature		Date	
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Supervisor Approval

Supervisor Name		Signature		Date	
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