

Employee Travel Expense Record Form

This **employee travel expense record form** sample is designed to streamline the process of documenting and submitting travel-related expenses for reimbursement. It ensures accurate tracking of costs such as transportation, accommodation, and meals, enhancing accountability and financial management. Utilizing this form helps organizations maintain detailed records for auditing and budgeting purposes.

Employee Information

Employee Name:	<input type="text"/>	Employee ID:	<input type="text"/>
Department:	<input type="text"/>	Position:	<input type="text"/>

Travel Details

Purpose of Trip:	<input type="text"/>		
Destination:	<input type="text"/>	Travel Dates:	<input type="text"/> From <input type="text"/> To

Expense Details

Date	Expense Type	Description	Amount (USD)	Receipt Attached
<input type="text"/>	Transportation <input type="button" value="▼"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	Transportation <input type="button" value="▼"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	Transportation <input type="button" value="▼"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Total:			<input type="text"/>	

Employee Declaration

I certify that the above expenses are accurate and were incurred for authorized company business.

Signature:	<input type="text"/>	Date:	<input type="text"/>
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Supervisor/Manager Approval

Name:	<input type="text"/>	Signature:	<input type="text"/>	Date:	<input type="text"/>
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