

Employee Travel Expense Report Form

The **employee travel expense report form sample** provides a structured template for documenting and reimbursing travel-related costs efficiently. It ensures accurate recording of expenses such as transportation, lodging, and meals to streamline the approval process. Using this form helps maintain organized financial records and supports compliance with company policies.

Employee Information

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

Travel Details

Purpose of Trip	<input type="text"/>		
Destination	<input type="text"/>	Travel Dates	<input type="text"/> to <input type="text"/>

Expense Details

Date	Description	Category	Amount (\$)
<input type="text"/>	<input type="text"/>	Transportation ▾	<input type="text"/>
<input type="text"/>	<input type="text"/>	Transportation ▾	<input type="text"/>
<input type="text"/>	<input type="text"/>	Transportation ▾	<input type="text"/>
Total			<input type="text"/>

Employee Certification

I certify that the expenses listed above are accurate and have been incurred for business purposes in accordance with company travel policy.

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

Manager Signature	<input type="text"/>	Date	<input type="text"/>
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