

Travel Expense Record Form Sample (with Mileage Tracking)

Use this **travel expense record form sample** with mileage tracking to accurately document your trip expenses and reimbursements. It simplifies recording transportation, accommodation, meals, and mileage costs in one organized template. This form ensures clear and efficient expense reporting for both employees and employers.

Employee Information

Name:	<input type="text"/>	Employee ID:	<input type="text"/>
Department:	<input type="text"/>	Date:	<input type="text"/>
Purpose of Trip:	<input type="text"/>		

Expense Details

Date	Description	Transportation (\$)	Accommodation (\$)	Meals (\$)	Mileage (mi/km)	Mileage Rate (\$/km)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total		<input type="text"/>	<input type="text"/>	<input type="text"/>		

Approval

Employee Signature:	<input type="text"/>	Date:	<input type="text"/>
Approver Signature:	<input type="text"/>	Date:	<input type="text"/>

Note: Attach all relevant receipts to this form. Ensure mileage is recorded according to company policy and rate.