

Travel Request Form Sample

A **travel request form sample** streamlines the process of planning business trips by capturing detailed itinerary and approval information. It includes an expense estimate section to help manage and anticipate travel costs efficiently. This form ensures transparency and accountability in travel budgeting and approvals.

Employee Information

Name

Department

Email

Trip Details

Purpose of Travel

Destination

Departure Date

Return Date

Itinerary Details

Expense Estimate

Expense Type	Description	Estimated Cost (USD)
Airfare	e.g. Round trip ticket	<input type="text"/>
Accommodation	e.g. 3 nights hotel	<input type="text"/>
Meals	e.g. Per diem	<input type="text"/>
Transportation	e.g. Taxi, rental car	<input type="text"/>
Other	e.g. Registration Fee	<input type="text"/>
Total Estimated Cost		<input type="text"/>

Approval

Manager Name

Approval Status

 Pending

Comments

[Submit Request](#)