

# 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	<div>e.g. Round trip ticket</div>	<div></div>
Accommodation	<div>e.g. 3 nights hotel</div>	<div></div>
Meals	<div>e.g. Per diem</div>	<div></div>
Transportation	<div>e.g. Taxi, rental car</div>	<div></div>
Other	<div>e.g. Registration Fee</div>	<div></div>
Total Estimated Cost		<div></div>

## Approval

Manager Name

Approval Status

Pending

Comments

Submit Request