

Expense Claim Form Sample - Business Trip

Use this **expense claim form sample** to accurately document and request reimbursement for costs incurred during your business trip. It simplifies tracking travel expenses such as accommodation, meals, and transportation. Ensure all receipts and relevant details are attached for prompt processing.

Employee Information

Name		Employee ID	
Department		Email	

Business Trip Details

Trip Purpose			
Destination	Travel Dates	From: _____ To: _____	

Expense Details

Date	Expense Type	Description	Amount (\$)	Receipt Attached
	Accommodation			<input type="checkbox"/>
	Accommodation			<input type="checkbox"/>
Total				

Declaration

I hereby confirm that the above expenses were incurred for business purposes and are in accordance with company policy.

Employee Signature		Date	
Manager Approval		Date	

Note: Attach all applicable receipts and provide additional details as needed to support your claim.