

International Travel Expense Reimbursement Form

The **international travel expense reimbursement form** sample provides a structured template for employees to report and claim expenses incurred during overseas trips. It ensures accurate documentation of costs like airfare, accommodation, and meals for timely reimbursement. Using this form helps streamline the approval process and maintain financial transparency within organizations.

Employee & Travel Details

Employee Name	_____	Employee ID	_____
Department	_____	Email	_____
Destination Country & City	_____	Travel Dates	From: _____ To: _____
Purpose of Trip	_____		

Expense Details

Date	Expense Type	Description	Currency	Amount	Receipt Attached
_____	Airfare	_____	USD	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	Accommodation	_____	USD	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	Meals	_____	USD	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	Transportation	_____	USD	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	Other	_____	USD	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Total Amount Claimed				_____	

Declaration

I hereby declare that the expenses claimed above were incurred during official business travel. All receipts provided are authentic and relate to the listed expenses.

Employee Signature	_____	Date	_____
Approver Name & Signature	_____	Date	_____