

Business Travel Expense Report

Use this **business travel expense report form sample** to accurately document your travel costs for reimbursement. It ensures all expenses are itemized and compliant with company policies. Streamline your expense reporting process with this easy-to-use template.

Employee Information

Name	<input type="text"/>	Employee ID	<input type="text"/>
Department	<input type="text"/>	Manager	<input type="text"/>
Trip Destination	<input type="text"/>	Trip Purpose	<input type="text"/>
Travel Dates	From <input type="text"/> To <input type="text"/>		

Expense Details

Date	Description	Category	Vendor	Amount (\$)	Receipt Attached
<input type="text"/>	<input type="text"/>	<input type="text" value="Airfare"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text" value="Airfare"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Total				<input type="text"/>	

Certification & Approval

I certify that the information provided is accurate and the listed expenses were incurred for business purposes in accordance with company policy.

Employee Signature	<input type="text"/>	Date	<input type="text"/>
Manager Approval	<input type="text"/>	Date	<input type="text"/>