

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	_____	Employee ID	_____
Department	_____	Manager	_____
Trip Destination	_____	Trip Purpose	_____
Travel Dates	From _____ To _____		

Expense Details

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

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	_____	Date	_____
Manager Approval	_____	Date	_____