

Sample Tax Refund Claim Form - Business Travel

This **filled-out example** of a tax refund claim form for business travel provides a clear template to accurately document expenses and ensure compliance with tax regulations. It highlights essential sections such as travel dates, destinations, and deductible costs, making the refund process efficient. Use this guide to streamline your business travel reimbursement claims successfully.

1. Claimant Information

Name	Alex Johnson
Employee ID	EMP12345
Department	Sales & Marketing
Business Address	123 Business Ave, Cityville, State, 10001
Email	alex.johnson@company.com

2. Travel Details

Purpose of Travel	Attend annual sales conference and client meetings
Travel Dates	May 10, 2024 – May 14, 2024
Destination(s)	Chicago, IL
Total Days	5

3. Expense Details

Date	Description	Expense Category	Amount (USD)	Receipt Attached
2024-05-10	Airfare (NYC to Chicago)	Transportation	\$350.00	Yes
2024-05-10	Taxi: O'Hare Airport to hotel	Transportation	\$45.00	Yes
2024-05-10 to 2024-05-14	Hotel (4 nights)	Accommodation	\$680.00	Yes
2024-05-12	Lunch with client	Meals & Entertainment	\$62.00	Yes
2024-05-14	Return taxi: hotel to O'Hare Airport	Transportation	\$40.00	Yes
2024-05-14	Airfare (Chicago to NYC)	Transportation	\$350.00	Yes

4. Summary

Total Amount Claimed	\$1,527.00
Advance Received	\$500.00
Net Refund Requested	\$1,027.00

5. Claimant Certification

I declare that the information submitted above is correct and these expenses were incurred solely for business purposes.

Signature: _____

Date: 2024-05-15

6. For Office Use Only

Reviewed By	Finance Dept. Rep: Linda Smith
Date Reviewed	2024-05-17
Status	Approved