

Travel Expense Statement

Effortlessly manage your travel costs with this **travel expense statement template** featuring a built-in mileage calculator. Designed to simplify tracking and reimbursement, it ensures accurate and organized record-keeping for all your trips. Ideal for both business and personal travel expense reporting.

Expense Statement

Date	Description	Category	Amount	Receipt
<input type="text"/>	<input type="text" value="E.g., Hotel, meals, taxi"/>	<input type="text" value="Transportation"/> ▾	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text" value="E.g., Gas, parking"/>	<input type="text" value="Transportation"/> ▾	<input type="text"/>	<input type="checkbox"/>
Total			\$0.00	

Mileage Calculator

Start Odometer:

End Odometer:

Rate per mile (\$):

Miles Driven: **0**

Reimbursement: **\$0.00**

Employee Name:	<input type="text" value="Enter full name"/>
Department:	<input type="text" value="Department"/>
Supervisor:	<input type="text" value="Supervisor name"/>
Report Date:	<input type="text"/>

Submit completed form with all necessary receipts attached for timely processing and reimbursement.