

Business Trip Expense Statement Form Sample

This **business trip expense statement form sample** provides a clear and organized template for employees to itemize and submit their travel-related costs. It ensures accurate reimbursement and simplifies expense tracking for both staff and finance departments. Using this form streamlines the approval process and maintains transparent financial records.

Employee Information

Employee Name		Department	
Employee ID		Position	

Trip Details

Trip Purpose			
Destination		Country/City	
Departure Date		Return Date	

Expense Statement

Date	Description	Category	Amount (USD)	Receipt Attached
		Transportation ▾		<input type="checkbox"/>
		Transportation ▾		<input type="checkbox"/>
Total Amount				

Notes / Additional Information

Employee Signature		Date	
Manager Approval		Date	
Finance Approval		Date	