

# 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	