

Employee Travel Expense Request Form

This **employee travel expense request form** sample streamlines the process of submitting and approving business travel costs. It ensures accurate documentation of expenses and facilitates efficient reimbursement. Utilizing this form helps maintain transparent financial records within the organization.

Employee Name:

Employee ID:

Department:

Purpose of Travel:

Travel Dates (From - To):

 to

Destination:

Expense Details

Date	Expense Type	Description	Amount (\$)	Received Attachment
<input type="text"/>	Travel <input type="button" value="▼"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	Travel <input type="button" value="▼"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	Travel <input type="button" value="▼"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Total Amount Requested (\$):

Employee Signature:

Date:

Manager Approval:

Date: