

Expense Reimbursement Request Form

Travel Expenses Sample

Use this **expense reimbursement request form** sample to accurately document and submit travel expenses incurred during official trips. The form ensures clear categorization of costs such as transportation, lodging, and meals, streamlining the approval process. Properly completing this form helps employees receive timely reimbursements while maintaining transparent financial records.

Employee & Trip Information

Employee Name		Employee ID	
Department		Manager Name	
Purpose of Travel			
Travel Destination		Travel Dates (From/To)	

Expense Summary

Date	Expense Category	Description	Amount (USD)	Receipt Attached
	Transportation			Yes / No
	Lodging			Yes / No
	Meals			Yes / No
	Other			Yes / No
Total				

Employee Certification

I certify that the expenses listed above are accurate and were incurred for official business purposes. Receipts and required documentation are attached for approval.

Employee Signature		Date	
Manager Approval		Date	