

Government Travel Claim Form Sample

The **Government travel claim form sample** is designed to simplify the reimbursement process for official travel expenses. It ensures accurate documentation of costs such as transportation, lodging, and meals during government-related trips. Using this standardized form helps maintain transparency and compliance with travel policies.

Traveler's Name:

Position/Title:

Department/Agency:

Travel Destination(s):

Purpose of Travel:

Travel Dates:

From: To:

Expense Details

Date	Expense Type	Description	Amount (\$)	Receipt Attached
<input type="text"/>	Transportation <input type="button" value="▼"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	Transportation <input type="button" value="▼"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	Transportation <input type="button" value="▼"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Total Amount Claimed (\$):

Traveler's Signature: **Date:**

Approver Name & Title: **Date:**

Remarks (if any):

Submit Claim