

# Travel Expense Record Form

Keep track of your travel costs efficiently with this **printable travel expense record form** sample, designed for easy documentation and budgeting. Ideal for both business and personal trips, it helps organize expenses by categories such as transportation, accommodation, meals, and miscellaneous items. Download and print this form to maintain accurate financial records during your travels.

Traveler Information			
Name:		Date:	
Destination:		Purpose of Trip:	

Date	Description	Category	Amount (\$)
		Transportation	
		Accommodation	
		Meals	
		Miscellaneous	
Total			

**Notes:**

- Attach receipts for all claimed expenses.
- Use additional sheets if necessary.
- Review and total your expenses before submission.