

Employee Travel Expense Record Form Sample

This **employee travel expense record form sample** provides a structured template to accurately document travel-related expenses incurred during business trips. It helps streamline reimbursement processes and ensures compliance with company policies. Using this form enhances transparency and accountability in managing employee travel costs.

Employee Information

Name:			Employee ID:		
Department:			Supervisor:		
Trip Purpose:					
Travel Dates:	From: _____		To: _____		

Expense Details

Date	Description	Expense Type	Amount	Receipt Attached	Remarks
__/__/__	_____	Airfare <input type="button" value="▼"/>	\$ _____	<input type="checkbox"/> Yes	_____
__/__/__	_____	Airfare <input type="button" value="▼"/>	\$ _____	<input type="checkbox"/> Yes	_____
Total			\$ _____		

Employee Declaration

I hereby certify that the expenses detailed above are accurate and were incurred for official company business.

Employee Signature: _____	Date: __/__/__
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Supervisor/Manager Approval

Name: _____	Signature: _____	Date: __/__/__
Comments: _____		