

Expense Claim Form Sample - Travel Reimbursement

Use this **expense claim form sample** to accurately document travel-related expenses for reimbursement. It ensures all necessary details are captured, making the reimbursement process smooth and efficient. Customize the form to fit your organization's specific travel policies and requirements.

Personal Information

Name	<input type="text"/>	Employee ID	<input type="text"/>
Department	<input type="text"/>	Date Submitted	<input type="text"/>

Travel Details

Destination	<input type="text"/>		
Purpose of Travel	<input type="text"/>		
Travel Dates	From: <input type="text"/>	To: <input type="text"/>	Advance Received <input type="text"/>

Expense Details

Date	Expense Type	Description	Amount (USD)	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"/>
Total <input type="text"/>				

Declaration & Signature

I confirm that the above expenses were incurred for valid business purposes and are in accordance with the company's policy.

Employee Signature: _____ Date: _____

Manager/Finance Approval

Approved By	<input type="text"/>	Date	<input type="text"/>
Comments	<input type="text"/>		