

Expense Claim Record Form - Travel Reimbursement

The **expense claim record form** sample is designed to streamline the travel reimbursement process by documenting all travel-related expenses accurately. This form ensures proper tracking and approval of incurred costs, facilitating timely reimbursement. It serves as an essential tool for both employees and finance departments to maintain financial accountability.

Employee Information

Employee Name		Employee ID	
Department		Contact Number	
Manager/Supervisor			

Travel Details

Purpose of Travel			
Location(s) Visited			
Departure Date		Return Date	

Expense Details

Date	Description	Category (e.g., Transport, Accommodation, Meals)	Amount (USD)	Receipt Attached
Total				

Employee Declaration

I hereby declare that the above expenses were incurred by me for official business travel, and all information provided is accurate to the best of my knowledge.

Employee Signature		Date	
--------------------	--	------	--

Manager/Finance Approval

Approved By		Date	
Comments			

Note: Please attach all original receipts and supporting documents to this form before submission to the Finance Department.