

# Expense Reimbursement Request Form: Conference Fees

Use this **expense reimbursement request form sample** to efficiently claim conference fees and related costs. It ensures accurate documentation and timely processing for your financial records. Simplify your reimbursement process with this clear and organized template.

## Employee Details

Full Name

Department

Email Address

## Conference Details

Conference Name

Conference Location

Conference Dates

e.g., 2024-08-15 to 2024-08-18

## Expense Details

Expense Type	Description	Amount (USD)	Date Incurred	Receipt Attached
Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	Yes
Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	Yes

Total Amount Requested (USD)

Additional Notes / Justification (optional)

## Employee Declaration



I certify that the above expenses were incurred as part of my participation in the conference and are in accordance with company policy. Receipts are attached as required.