

Free Travel Expense Report Form Sample

Download our **free travel expense report form sample** designed to simplify your reimbursement process with automatic mileage calculation. This user-friendly template helps track all travel costs accurately and ensures efficient financial reporting. Use it to stay organized and streamline your expense management effortlessly.

Employee & Trip Information

Name:	Full Name	Department:	Department
Report Period:	to	Purpose of Trip:	Meeting, Training, etc.

Expense Details

Date	Destination	Purpose	Transport (\$)	Lodging (\$)	Meals (\$)	Other (\$)	Mileage From	Mileage To	Miles	Rate (\$/mile)	Mileage Amount (\$)
Grand Total:											\$0.00

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* Tip: You may download, print, or copy this form to Excel or your preferred system as needed.