

Business Travel Expense Log Form

Keep track of all your business travel expenses with this **printable expense log form** sample, designed for easy and accurate documentation. It helps organize receipts, mileage, and other costs, ensuring efficient reimbursement and budgeting. Download and print this form to simplify your travel expense management today.

Traveler Information

Name		Employee ID	
Department		Trip Purpose	
Trip Start Date		Trip End Date	
Destination			

Expense Details

Date	Description	Category (Airfare, Hotel, Meals, Mileage, etc.)	Payment Method	Amount (\$)	Receipt Attached (Yes/No)	Notes
Total:						

Certification

I certify that the above expenses are accurate and were incurred for valid business purposes.

Employee Signature		Date	
Manager Approval		Date	

Attach all necessary receipts. For mileage, please provide details and supporting documentation as required by company policy.