

Travel Budget Request Form

Use this **travel budget request form** sample to streamline expense planning for employee trips. It ensures clear communication of estimated costs and approvals before travel. Simplify your company's travel budgeting process with this efficient template.

Employee Name:

Department:

Travel Destination:

Travel Dates:

 YYYY-MM-DD to YYYY-MM-DD

Purpose of Trip:

Expense Category	Estimated Amount (USD)	Notes
Airfare/Transport	<input type="text"/>	<input type="text"/>
Accommodation	<input type="text"/>	<input type="text"/>
Meals	<input type="text"/>	<input type="text"/>
Ground Transportation	<input type="text"/>	<input type="text"/>
Other (please specify)	<input type="text"/>	<input type="text"/>
Total Estimated Cost	<input type="text"/>	

Manager Approval:

 Manager Name / Signature

Approval Date:

Submit Request