

Travel Expense Reimbursement Form

Academic Conferences

The **travel expense reimbursement form** sample for academic conferences streamlines the process of claiming travel costs incurred during scholarly events. It ensures accurate documentation of expenses like transportation, lodging, and meals, facilitating timely reimbursement. Using this form helps maintain transparency and accountability for academic travel funds.

Personal Information

Name	Department
Employee/Student ID	Email

Conference Details

Conference Name	Location
Dates Attended	Paper/Poster Presented

Expense Summary

Date	Description	Category (Transportation, Lodging, Meals, etc.)	Amount (USD)	Receipt Attached? (Y/N)
Total:				

Bank Details for Reimbursement

Bank Name	Account Holder
Account Number	IFSC/SWIFT Code

Declaration

I hereby declare that the expenses claimed above are accurate and incurred solely for academic purposes related to the conference listed. All original receipts have been attached.

Date: _____

Signature: _____