

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: _____