

Travel Reimbursement Expense Statement Form

This **travel reimbursement expense statement form** sample provides a clear template to document and submit travel-related expenses efficiently. It ensures accurate tracking of costs such as transportation, lodging, and meals for easy reimbursement. Using this form helps streamline the approval process and maintain organized financial records.

Personal & Trip Information

Name	Employee ID	Department

Purpose of Travel	Destination	Dates of Travel

Expense Details

Date	Description	Cost	Category (Transportation/Lodging/Meals/Other)	Receipt Attached (Y/N)
Total:				

Certification & Approval

I certify that the above expenses were incurred for official travel and are accurate to the best of my knowledge.

Employee Signature:	Date:
Supervisor Approval:	Date: