

Monthly Travel Expense Record Form

This **monthly travel expense record form** sample helps individuals and businesses efficiently track and manage travel-related costs. Designed for easy documentation of daily expenses, it ensures accurate financial reporting and budget control. Utilize this form to streamline your expense submissions and reimbursement processes.

Employee/Traveler Information

Name	Department	Period	Manager Approval

Monthly Travel Expenses

Date	Destination	Purpose	Transportation	Meals	Lodging	Other	Total	Receipt Attached?
YYYY-MM-DD	City, State	Business Meeting	0.00	0.00	0.00	0.00	0.00	Yes / No
Monthly Total:							0.00	

Instructions:

- Fill out each field for all travel-related expenses incurred during the month.
- Attach all corresponding receipts.
- Submit to your manager or finance department for review and reimbursement.

Employee/Traveler Signature

Signature	Date