

Travel Claim Form Sample for Business Trip Reimbursement

Use this **travel claim form sample** to accurately document expenses incurred during your business trips. It ensures timely and hassle-free reimbursement by providing a clear breakdown of travel costs. Simplify your expense reporting with this easy-to-use template.

Employee Information

Name:

Department:

Employee ID:

Trip Details

Purpose of Trip:

Destination(s):

Start Date: End Date:

Expense Breakdown

Date	Description	Category	Amount (USD)	Receipt Attached
<input type="text"/>	<input type="text"/>	--Select-- <input type="button" value="▼"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	--Select-- <input type="button" value="▼"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	--Select-- <input type="button" value="▼"/>	<input type="text"/>	<input type="checkbox"/>
Total Amount			<input type="text"/>	

Declaration & Signature

I hereby certify that the above expenses were incurred for official business purposes and the information provided is accurate.

Signature: Date:

Submit Claim