

# 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
		--Select--		<input type="checkbox"/>
		--Select--		<input type="checkbox"/>
		--Select--		<input type="checkbox"/>
Total Amount				

**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