

Travel Reimbursement Claim Form (Excel Sample)

Use this **travel reimbursement claim form** Excel sample to efficiently document and submit your travel expenses. It simplifies the process by providing a clear layout for expenses, dates, and approvals. Download the template to ensure accurate and timely reimbursement requests.

Sample Table Preview

Date	Description	Category	Amount (USD)	Receipt Attached	Approver's Comments
2024-05-15	Flight from NYC to LA	Transportation	350.00	Yes	
2024-05-16	Hotel Stay	Accommodation	200.00	Yes	
2024-05-16	Meals	Food	45.00	No	

Key Sections Included in the Excel Template:

- **Employee Information:** Name, Department, Contact
- **Expense Details:** Date, Description, Category, Amount
- **Receipts Section:** Indicate whether a receipt is attached
- **Approval Section:** Manager's comments and signature
- **Total Calculation:** Automatic sum of expenses

Instructions:

1. Download the Excel template.
2. Fill in all required fields with your travel details and expenses.
3. Attach all necessary receipts.
4. Submit the completed form to your supervisor or finance department.

[Download Travel Reimbursement Claim Form \(Excel\)](#)