

# 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:

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

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