

Travel Expense Request Form

Employee Details

Employee Name

Enter full name

Department

Enter department

Employee ID

Enter employee ID

Request Date

Trip Information

Destination

City, Country

Purpose of Travel

e.g. Conference, Client Visit

Travel Dates

From - To

Estimated Expenses

Expense Category	Description	Estimated Amount	Currency
Transportation	e.g. Flight, taxi		USD
Accommodation	e.g. Hotel		USD
Meals	e.g. Per diem		USD
Others	e.g. Visa, Misc		USD

Approval

Requested By

Name, Signature

Approved By

Name, Signature

Approval Date

Important Notes

- Attach supporting documents such as travel itinerary, invitation letter, or quotations if available.
- Estimates should be as accurate as possible; actual expenses may be verified upon return.
- Approval must be obtained before the start of travel.

- Refer to company travel policy for allowable expenses and reimbursement limits.
- Submit this form to your department administrator or HR for processing.