

# Travel Expense Request Form

## Employee Details

Employee Name

Department

Employee ID

Request Date

## Trip Information

Destination

Purpose of Travel

Travel Dates

## Estimated Expenses

Expense Category	Description	Estimated Amount	Currency
Transportation	<input type="text"/>	<input type="text"/>	<input type="text"/>
Accommodation	<input type="text"/>	<input type="text"/>	<input type="text"/>
Meals	<input type="text"/>	<input type="text"/>	<input type="text"/>
Others	<input type="text"/>	<input type="text"/>	<input type="text"/>

## Approval

Requested By

Approved By

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.