

Travel Reimbursement Payment Disbursement Form

Employee Information

Full Name

Employee ID

Department

Contact Number

Travel Details

Purpose of Travel

Destination(s)

Start Date

End Date

Expense Summary

Date	Category	Description	Amount (USD)
	e.g., Lodging	e.g., Hotel stay	
Total Amount Claimed			

Bank Details for Disbursement

Bank Name

Account Number

IFSC/Swift Code

Remarks / Additional Information

Employee Signature

Date: _____

Authorized Approver

Date: _____

Important Notes

- Attach all supporting documents such as receipts and travel tickets with this form.
- Incomplete forms may result in reimbursement delays or rejection.
- Ensure that expense claims comply with company travel and reimbursement policies.
- Bank details will be used only for processing payment disbursement.
- Any falsification of claims may result in disciplinary action.