

Business Travel Estimated Expense Form

Traveler Information

Name

Department

Position

Purpose of Travel

Destination

Travel Dates

Estimated Expenses

Expense Item	Estimated Amount	Details / Notes
Transportation (Airfare, Train, Mileage, etc.)	<input type="text" value="\$0.00"/>	<input type="text"/>
Accommodation	<input type="text" value="\$0.00"/>	<input type="text"/>
Meals & Per Diem	<input type="text" value="\$0.00"/>	<input type="text"/>
Local Transportation (Taxi, Rental, etc.)	<input type="text" value="\$0.00"/>	<input type="text"/>
Registration Fees	<input type="text" value="\$0.00"/>	<input type="text"/>
Other (Specify)	<input type="text" value="\$0.00"/>	<input type="text" value="Describe"/>
Total Estimated Expense	<input type="text" value="\$0.00"/>	

Approvals

Employee Signature

Supervisor / Manager Approval

(Name or Signature)

Date Approved

YYYY-MM-DD

Important Notes:

- All expenses must comply with the company's travel policy and require pre-approval.
- Attach supporting documents (quotes, conference details) where applicable.
- Reconciliation with actual expenses and receipts is required after travel.
- Incomplete or incorrect forms may delay approval or reimbursement.