

# Business Travel Estimated Expense Form

## Traveler Information

Name

Department

Position

Purpose of Travel

Destination

Travel Dates

eg. 2024-07-20 to 2024-07-24

## Estimated Expenses

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

## Approvals

Employee Signature

(Name or 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.