

Comprehensive Business Trip Budget Form

Trip Information

Employee Name

Department

Destination(s)

Purpose of Trip

Dates of Travel

e.g. 2024-08-01 to 2024-08-05

Estimated Expenses

Expense Category	Description	Estimated Cost (\$)
Transportation	<input type="text" value="Flights, taxis, etc."/>	<input type="text"/>
Accommodation	<input type="text" value="Hotel, Airbnb, etc."/>	<input type="text"/>
Meals	<input type="text" value="Per diem, client meals, etc."/>	<input type="text"/>
Registration Fees	<input type="text" value="Conference, training, etc."/>	<input type="text"/>
Other Expenses	<input type="text" value="Internet, parking, etc."/>	<input type="text"/>
Total Estimated Cost		<input type="text"/>

Advance Requested

Amount (\$)

Approval

Supervisor/Manager Name

Date

Important Notes

- All estimated expenses should be supported with reasonable justifications and, where possible, with quotations or prior receipts.
- This form should be submitted for approval before incurring any expenses.
- Actual expenses must be reconciled with receipts and compared to this budget post-trip.
- Any unspent advance must be returned in accordance with company financial policies.
- Adhering to company travel policies is mandatory when filling out this document.