

Executive Travel Budget Planning Sheet

Executive Name:	Department:
Destination:	Travel Dates:
Purpose of Trip:	

Estimated Travel Expenses

Expense Category	Description / Details	Estimated Cost
Flight		
Accommodation		
Ground Transportation		
Meals		
Registration/Conference Fees		
Miscellaneous		
Total Estimated Cost		

Cost Allocation

Account Code	Allocated Amount	Notes

Prepared By

Approved By

Date

Important Notes

- All costs must be estimated as accurately as possible based on available information.
- Attach supporting documentation for significant expense items (e.g., flight quotations, hotel rates).
- Budget approval must be obtained before making any travel arrangements.
- Expenses incurred beyond approved amounts may not be reimbursed.
- Review company travel policy for eligible and reimbursable expense categories.

