

# Corporate Travel Expense Report

Employee Name:

Employee ID:

Department:

Designation:

Report Period:  /  /  to  /  /

Purpose of Trip:

Destination:

## Expense Details

Date	Expense Type	Description	Amount (USD)	Receipt Attached
<input type="text"/> / <input type="text"/> / <input type="text"/>	Airfare	Flight to New York	000.00	Yes / No
<input type="text"/> / <input type="text"/> / <input type="text"/>	Hotel	Hotel stay, 2 nights	000.00	Yes / No
<input type="text"/> / <input type="text"/> / <input type="text"/>	Meals	Business lunch	000.00	Yes / No
<input type="text"/> / <input type="text"/> / <input type="text"/>	Transportation	Taxi from airport	000.00	Yes / No
<input type="text"/> / <input type="text"/> / <input type="text"/>	Other	Miscellaneous	000.00	Yes / No

Total Amount:  USD

## Certification & Approvals

Employee Signature:

Date:  /  /

Manager Approval:

Date:  /  /

Finance Approval:

Date:  /  /

## Important Notes

- All expenses must comply with the company's travel and expense policy.
- Original receipts must be attached for all claimed expenses.
- Any advances received must be declared and adjusted in the report.
- Incomplete or late submissions may result in delayed reimbursement.
- Approval from both manager and finance department is mandatory.