

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
____/____/____	Airfare	Flight to New York	000.00	Yes / No
____/____/____	Hotel	Hotel stay, 2 nights	000.00	Yes / No
____/____/____	Meals	Business lunch	000.00	Yes / No
____/____/____	Transportation	Taxi from airport	000.00	Yes / No
____/____/____	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.