

# Travel and Transportation Expense Report

Document No.: \_\_\_\_\_

Name: \_\_\_\_\_ Department: \_\_\_\_\_

Purpose of Travel: \_\_\_\_\_

Travel Dates: \_\_\_\_\_ to \_\_\_\_\_

Destination: \_\_\_\_\_

Date	Description	Transportation Mode	From	To	Amount (USD)	Remarks

Total Amount Claimed (USD): \_\_\_\_\_

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Employee Signature

Date: \_\_\_\_\_

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Supervisor/Manager Approval

Date: \_\_\_\_\_

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- Attach all relevant receipts and proof of expenses.
- Ensure entries comply with company travel and expense policies.
- Submit the completed form within the required timeframe after travel.
- Provide clear and accurate information for timely reimbursement.