

# Corporate Travel Expense Summary Sheet

## Traveler Information

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

Employee ID: \_\_\_\_\_

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

Destination(s): \_\_\_\_\_

Purpose: \_\_\_\_\_

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

## Expense Details

Date	Description	Category	Payment Method	Amount	Receipt Attached
____ / ____ / ____	Flight to [Location]	Transportation	Corporate Card	_____	Yes / No
____ / ____ / ____	Hotel Accommodation	Lodging	Personal	_____	Yes / No
____ / ____ / ____	Meals	Meals	Corporate Card	_____	Yes / No
____ / ____ / ____	Taxi from airport	Transportation	Personal	_____	Yes / No
Total Expenses:				_____	
Advance Received:				_____	
Balance Due / Refund:				_____	

## Signatures

\_\_\_\_\_  
Employee Signature & Date

\_\_\_\_\_  
Manager/Approver Signature & Date

## Important Notes

- Attach all original receipts for expenses claimed (where required).
- Ensure all information is accurate and complete before submission.
- Expenses must comply with the company's travel policy and guidelines.
- Incomplete or late submissions may delay reimbursement.
- Obtain all necessary approvals prior to submitting this summary.