

Project-Specific Travel Expense Form

Project Name

Employee Name

Employee ID

Department

Travel Dates

e.g. 2024-07-01 to 2024-07-03

Destination

Purpose of Travel

Date	Expense Type	Description	Amount (USD)	Receipt Attached
<input type="text"/>	--Select-- <input type="button" value="▼"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	--Select-- <input type="button" value="▼"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	--Select-- <input type="button" value="▼"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Total Amount (USD)

Less: Advance Received (USD)

Net Amount to be Reimbursed (USD)

Employee Signature & Date

Project Manager Approval & Date

Finance Review & Date

Important Notes:

- All expenses listed must be directly related to the specified project and travel purpose.
- Original or digital copies of receipts must be attached for each expense claimed.
- Approval by project manager is required before submission to finance.
- Incomplete forms or missing documentation may result in delayed reimbursement.
- Please refer to company travel and expense policy for allowable limits.