

Standard Business Travel Expense Report

Employee Name

Department

Employee ID

Purpose of Trip

Destination

Dates

Date	Description	Expense Type	Amount	Currency	Receipt Attached
YYYY-MM-DD	E.g., Hotel	Transpc ▾	0.00	USD ▾	Yes ▾
YYYY-MM-DD	E.g., Taxi	Transpc ▾	0.00	USD ▾	Yes ▾
YYYY-MM-DD	E.g., Lunch	Transpc ▾	0.00	USD ▾	Yes ▾
Total			0.00		

Less: Advance Received

Total Reimbursement Requested

Employee Signature

Date: _____

Supervisor/Manager Approval

Date: _____

- All expenses must be supported by original receipts wherever possible.
- Please ensure expenses comply with the company's travel policy.
- Incomplete forms or missing approvals may delay reimbursement processing.

- Exchange rates should be documented if expenses are not in local currency.
- Submit the completed report promptly after the conclusion of your business trip.