

Corporate Travel Approval and Reimbursement Form

Employee Details

Name		Employee ID	
Department		Designation	

Travel Information

Purpose of Travel		
Destination		Dates (From - To)
Mode of Travel		Accommodation Required

Travel Advance & Estimated Expense

Estimated Expense Type	Amount (in USD)	Advance Requested
Travel Fare		
Accommodation		
Meals		
Local Transport		
Others		
Total		

Approvals

Supervisor/Manager		Date	
Finance/HR		Date	

Reimbursement Claim

Expense Type	Claimed Amount (USD)	Approved Amount (USD)
Travel Fare		
Accommodation		
Meals		
Local Transport		

Others		
Total		

Important Notes

- All expenses must be supported by original receipts and bills.
- Advance settlement should be completed within 7 days of travel completion.
- Claims must comply with the corporate travel policy guidelines.
- Incomplete forms may result in delays or rejection of reimbursement.
- Any exceptions or special approvals should be documented and attached.