

# Domestic Travel Approval and Expense Form

## 1. Traveler Information

Full Name

Position/Title

Department

Email

## 2. Trip Details

Purpose of Travel

Destination (City, State)

Departure Date

Return Date

Itinerary / Expected Activities

## 3. Estimated Expenses

Expense Category	Description	Estimated Amount
Transportation	<div>e.g. flight, train</div>	<div></div>
Accommodation	<div>e.g. hotel</div>	<div></div>

Expense Category	Description	Estimated Amount
Meals	<input type="text"/>	<input type="text"/>
Other	<input type="text"/>	<input type="text"/>

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## 4. Payment Method & Advance Requested

Preferred Payment Method

Select

If Advance Requested, Amount

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## 5. Approval

Traveler's Signature

Date

Supervisor's Signature

Date

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## Important Notes:

- This form must be completed and approved before incurring any travel expenses.
  - Ensure that all estimated expenses are accurate; attach supporting documents if necessary.
  - Keep all original receipts for reimbursement claims after the trip.
  - Follow company policies regarding travel advances and expense limits.
  - Incomplete forms may result in delays in approval or reimbursement processing.
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