

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	e.g. flight, train	<input type="text"/>
Accommodation	e.g. hotel	<input type="text"/>

Expense Category	Description	Estimated Amount
Meals		
Other		

4. Payment Method & Advance Requested

Preferred Payment Method

Select

If Advance Requested, Amount

5. Approval

Traveler's Signature

Date

Supervisor's Signature

Date

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.