

# Employee Business Travel Authorization Sheet

Employee Name: \_\_\_\_\_

Employee ID / Dept: \_\_\_\_\_

Job Title: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Purpose of Travel: \_\_\_\_\_

Destination  
(City/State/Country): \_\_\_\_\_

Travel Dates (From / To): \_\_\_\_\_

## Travel & Expense Estimate:

Expense Type	Estimated Amount	Comments
Transportation		
Accommodation		
Meals		
Other		
<b>Total Estimate</b>		

Additional Notes /  
Requirements:

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Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_  
Supervisor/Manager Authorization: \_\_\_\_\_

Date: \_\_\_\_\_

## Important Notes:

- Travel authorization must be obtained before incurring any expenses or making travel arrangements.
- Submit supporting documents (itinerary, invitation letter, etc.) if required by company policy.
- This sheet and all approvals should be retained for expense reimbursement and audit purposes.
- Ensure all estimated expenses comply with company travel policy and limits.
- Contact the HR or Finance department for further clarification on travel procedures.

