

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		
Total Estimate		

Additional Notes /
Requirements:

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.

