

Pre-Trip Expense Authorization Request

Request Date:	[YYYY-MM-DD]
Employee Name:	[Full Name]
Employee ID:	[Employee Number]
Department/Team:	[Department Name]
Supervisor/Manager:	[Supervisor Name]
Purpose of Trip:	[Business Reason/Description]
Destination:	[City, Country]
Trip Dates:	From [Start Date] to [End Date]

Estimated Expenses

Expense Category	Description	Estimated Amount
Transportation	[e.g., Airfare, Train, Taxi]	[Amount]
Accommodation	[e.g., Hotel]	[Amount]
Meals	[e.g., Per Diem]	[Amount]
Registration Fees	[e.g., Conference/Seminar]	[Amount]
Other	[e.g., Miscellaneous]	[Amount]
Total Estimated Expenses		[Total]

Approval & Signatures

Employee's Signature:	<hr/>
Date:	<hr/>
Approver's Name/Signature:	<hr/>
Date:	<hr/>

Important Notes

- Pre-trip authorization is required before travel booking and expense commitment.
- All estimated expenses must comply with company travel policy and limits.
- Supporting documents (e.g., conference invitation, agenda) should be attached where applicable.
- Actual expenses must be reconciled with receipts after the trip.
- Incomplete forms may result in processing delays or non-approval.