

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: | _____ |
| Date: | _____ |
| Approver's Name/Signature: | _____ |
| Date: | _____ |

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.