

# Travel Expense Settlement Statement

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

Employee ID: \_\_\_\_\_

Department: \_\_\_\_\_

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

Travel Period: \_\_/\_\_/\_\_ to \_\_/\_\_/\_\_

Destination(s): \_\_\_\_\_

## Expense Details

Date	Description	Type	Amount (USD)	Receipt Attached
__/__/__	Flight to New York	Transportation	000.00	Yes / No
__/__/__	Hotel Accommodation	Lodging	000.00	Yes / No
__/__/__	Meals	Meal	000.00	Yes / No
__/__/__	Taxi from airport	Local Transport	000.00	Yes / No
__/__/__	Other (specify): _____	Other	000.00	Yes / No

## Summary

Total Expenses                      USD \_\_\_\_\_

Advance Paid                         USD \_\_\_\_\_

Amount to be Settled                **USD** \_\_\_\_\_

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

\_\_\_\_\_  
Employee's Signature  
Date: \_\_/\_\_/\_\_

\_\_\_\_\_  
Manager's Approval

## Important Notes

- Receipts must be attached for all claimed expenses where available.
- Ensure accuracy and completeness of all details before submission.
- Any advance received should be subtracted from the total expenses.
- Company travel and expense policy must be followed strictly.
- Settlement form should be submitted within the stipulated timeframe after travel.