

Travel Expense Claim Form

Employee Name		Employee ID	
Department		Claim Date	
Trip Purpose			
Destination		Trip Dates	

Expense Details

Date	Expense Description	Category	Receipt No.	Amount (USD)	Remarks
Total					

Submitted by		Date	
Approved by		Date	

Important Notes

- Attach all original receipts and supporting documents to the claim.
- Ensure all claimed expenses comply with company travel and expense policy.
- Fill in all required fields to avoid processing delays.
- Submit the completed form within the stipulated time after returning from travel.
- Keep a copy of this form and all documents for your records.