

Travel Expense Claim Form

Name:	Employee ID:
Department:	Position:
Destination:	Purpose of Travel:
Travel Dates:	Date of Claim:

Expense Details

Date	Description	Category	Amount (USD)	Receipt Attached
Total				

Claimant's Signature

Supervisor's Signature

Finance/HR Approval

Important Notes

- Attach all original receipts for claimed expenses.
- Ensure all expenses comply with company travel policy.
- Incomplete forms or missing documentation may delay reimbursement.
- Submit the claim within the specified timeframe after travel completion.
- Signatures of claimant and relevant authorities are required for approval.