

Travel Expense Claim Form

Name: _____

Department: _____

Position: _____

Dates of Travel: _____

Destination: _____

Purpose of Travel: _____

Expense Details

Date	Description	Category	Amount (USD)	Receipt Attached
_____	_____	Transportation / Meals / Lodging / Other	_____	Yes / No
_____	_____	Transportation / Meals / Lodging / Other	_____	Yes / No
Total			_____	

Certification & Approval

I hereby certify that the above expenses were incurred for the stated business purpose, and all receipts and required documentation are attached.

Claimant's Signature & Date

Approver's Signature & Date

Important Notes

- All claimed expenses must comply with the company's travel policy.
- Original receipts must be attached for all expenses where required.
- Expense claims should be submitted promptly after travel completion.
- Incomplete forms may result in delayed reimbursement.
- For questions, contact your finance or HR department.