

# 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
<b>Total</b>			_____	

## Certification & Approval

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

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Claimant's Signature & Date

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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.