

# Travel Expense Approval Request

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

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

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

Designation: \_\_\_\_\_

## Trip Details

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

Destination: \_\_\_\_\_

Departure Date: \_\_\_\_\_

Return Date: \_\_\_\_\_

## Estimated Expenses

Expense Type	Description	Estimated Amount
Transportation		
Accommodation		
Meals		
Others		
<b>Total Estimated Amount</b>		

## Advance Required

Amount Requested: \_\_\_\_\_

## Approvals

Employee Signature  
Date: \_\_\_\_\_

Manager Approval  
Date: \_\_\_\_\_

Accounts Department  
Date: \_\_\_\_\_

- All expenses must be estimated as reasonably and accurately as possible.
- Attach supporting documents for all estimated expenses where available.
- Manager and accounts approval are mandatory before travel commences.
- Any unused advance amount must be settled within the specified period after returning.
- Non-compliance with the policy may result in claim rejection.

