

Domestic Business Trip Expense Report

Employee Name

Employee ID

Department

Trip Dates

Start Date - End Date

Destination

Purpose of Trip

Expense Details

Date	Description	Expense Type	Amount	Receipt Attached
<input type="text"/>	<input type="text"/>	Transpc <input type="button" value="▼"/>	<input type="text"/>	Yes <input type="button" value="▼"/>
<input type="text"/>	<input type="text"/>	Transpc <input type="button" value="▼"/>	<input type="text"/>	Yes <input type="button" value="▼"/>

Total Amount Claimed

Remarks

Employee Signature

Sign or type name

Date

YYYY-MM-DD

Approver's Signature

Sign or type name

Date

YYYY-MM-DD

Important Notes:

- Ensure all expenses are accurately listed and supported by valid receipts.
- Submit the report within the stipulated timeline after returning from the trip.
- Unauthorized or personal expenses are not eligible for reimbursement.
- Incomplete reports may be returned for clarification, delaying reimbursement.
- Refer to your company's travel policy for allowable expense categories.