

Standard Travel Expense Claim Form

Personal Information

Name

Employee ID

Department

Position

Contact Number

Travel Details

Purpose of Travel

Destination

Travel Start Date

Travel End Date

Expense Details

Date	Description	Type	Amount	Receipt Attached
<input type="text"/>	<input type="text"/>	Transportation	<input type="text"/>	Yes
<input type="text"/>	<input type="text"/>	Transportation	<input type="text"/>	Yes

Total Amount Claimed

Authorization

Claimant Signature

Date

Approver Signature

Date

- Ensure all receipts are attached for each expense listed.
- Submit the completed form within the required timeframe specified by your organization.
- Incomplete forms or missing signatures may result in delayed reimbursement.
- Only legitimate business travel expenses will be considered for approval.
- Consult the company's travel policy for eligible and ineligible expenses.