

# Travel Expense Audit Report Form

## Employee & Trip Information

Name: \_\_\_\_\_  
Department: \_\_\_\_\_  
Employee ID: \_\_\_\_\_  
Destination: \_\_\_\_\_  
Purpose of Travel: \_\_\_\_\_  
Travel Dates: \_\_\_\_ / \_\_\_\_ /20\_\_ to \_\_\_\_ / \_\_\_\_ /20\_\_

## Expense Summary

Date	Category	Description	Amount (USD)	Receipt Attached
__/__/20__	Transportation	Taxi from airport	_____	Yes / No
__/__/20__	Accommodation	Hotel stay	_____	Yes / No
__/__/20__	Meals	Lunch with client	_____	Yes / No
Total			_____	

## Reviewer Comments

Reviewed By: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ /20\_\_

### Important Notes:

- All expenses must be supported by original receipts or proper documentation.
- Ensure each entry clearly states its business purpose.
- Incomplete or unsubstantiated claims may result in reimbursement delays or denials.
- Submit the completed report within the specified time frame after travel.
- Adhere to the company's travel and expense policy at all times.