

Online Portal: Web-Based Travel Expense Submission

Employee Information

Full Name

Enter your full name

Employee ID

Enter your employee ID

Department

Enter your department

Purpose of Travel

Enter the purpose of your travel

Travel Expense Details

Date	Category	Description	Amount (USD)	Receipt No.
2024-06-10	Transportation	Flight to New York	450.00	TXN024
2024-06-11	Accommodation	Hotel Stay (1 night)	200.00	H5678
2024-06-12	Meals	Dinner with client	65.00	M0021
Total			715.00	

Bank Account Details for Reimbursement

Bank Name

Enter your bank's name

Account Number

Enter your account number

IFSC / SWIFT Code

Enter bank code

Declaration

I hereby declare that the information provided above is true and all the expenses submitted are genuine, business-related, and supported by receipts.

Signature

Enter your name as signature

Date

Important Notes

- Ensure all expenses are supported with valid receipts.
- Double-check your bank account details for correct reimbursement.
- Submission of false claims may lead to disciplinary action.
- Review your company's travel policy before submission.
- Keep digital copies of all documents for your records.