

# 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.