

# Standard Travel Expense Report

Employee Name

Department

Employee ID

Travel Purpose

Destination

Travel Dates

Date	Description	Category	Receipt	Amount
Total:				

Less Advance Received

Amount to be Reimbursed

\_\_\_\_\_  
Employee Signature

Supervisor / Manager Approval

- Attach all original receipts for claimed expenses.
- Ensure all sections are properly filled and signed before submission.
- Incomplete reports may delay reimbursement processing.
- Refer to company travel policy for allowable expense categories.
- Retain a copy of this report for your records.