Manual Travel Expense Voucher

EMPLOYEE INFORMATION

Name

Employee ID / #

Department

Date

TRAVEL DETAILS

Purpose of Travel

Destination

Departure Date

Return Date

EXPENSE DETAILS

Date	Description	Category	Amount	Receipt Attached
		Transport ▼		Yes ▼
		Transport ▼		Yes ▼
		Transport ▼		Yes ▼
	Total			

Additional Remarks / Notes

Employee Signature

Date

Approved By

Date

IMPORTANT NOTES

- All expenses must be supported by original receipts where applicable.
- Complete all sections of the form before submission.
- Obtain necessary approvals before incurring any travel expenses.
- Ensure accuracy in the expense details to avoid processing delays.
- Submit the form within the required period after completing the travel.