

# Travel Expense Receipt

Employee Name

Enter full name

Department

Enter department

Date

Destination

City, Country

Purpose of Travel

E.g., Business Meeting

## Expense Details

Date	Description	Category	Amount	Receipt Attached
	E.g., Taxi from airport	E.g., Transportation	Amount	<input type="checkbox"/>
	E.g., Hotel stay	E.g., Accommodation	Amount	<input type="checkbox"/>
	E.g., Lunch	E.g., Meals	Amount	<input type="checkbox"/>

Total Amount Claimed:

0.00

Remarks / Additional Information

Enter any additional notes...

Employee Signature

Date:

Manager Approval

Date:

## Important Notes:

- All expenses must be supported by valid receipts or documentation.
- Submit the completed form to the finance department within the specified period after travel.
- Ensure that all expenses comply with company travel policies and guidelines.
- Incomplete or inaccurate forms may result in delayed reimbursement.

- Retain copies of all receipts for your personal records.