

Travel and Lodging Expense Claim

Employee Name

Employee ID

Department

Purpose of Travel

Destination

Travel Dates

From - To

Expense Details

| Date | Description | Type (Travel/Lodging) | Amount (USD) | Receipt Attached |
|------------------------|----------------------|-----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | e.g. Travel | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | e.g. Lodging | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | e.g. Travel | <input type="text"/> | <input type="text"/> |
| Total | | | <input type="text"/> | <input type="text"/> |

Remarks (if any)

Date

Employee Signature

(Type your name)

Important Notes

- Ensure all expenses are supported by original receipts and documents.
- Incomplete claims or missing receipts may delay the reimbursement process.
- Claims must align with company travel and expense policies.
- Submit the claim within the stipulated time after travel completion.
- All details provided should be accurate and truthful.