

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"/>	<input type="text" value="e.g. Travel"/>	<input type="text"/>	<input type="text" value="Yes/No"/>
<input type="text"/>	<input type="text"/>	<input type="text" value="e.g. Lodging"/>	<input type="text"/>	<input type="text" value="Yes/No"/>
<input type="text"/>	<input type="text"/>	<input type="text" value="e.g. Travel"/>	<input type="text"/>	<input type="text" value="Yes/No"/>
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.