

Travel Expense Report

Employee Information

Name		Department	
Employee ID		Email	

Trip Details

Purpose of Travel	
Destination	Travel Dates

Expense Summary

Date	Category	Description	Amount
Total			

Advance Received

Amount		Date	
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Employee Signature:

Date: _____

Manager Approval:

Important Notes

- Attach all relevant receipts and supporting documents with this report.
- All expenses should comply with the company's travel and reimbursement policies.
- Submit the completed form within the specified deadline after returning from travel.
- Incomplete or inaccurate reports may delay reimbursement processing.