

Foreign Travel Reimbursement Claim

Personal Information

Full Name

Designation/Position

Department/Division

Employee ID

Travel Details

Purpose of Visit

Destination(s)

Travel Dates (From - To)

Approval Reference

Expense Summary

Date	Expense Type	Description	Currency	Amount	Receipt Attached
<input type="text"/>					
<input type="text"/>					
<input type="text"/>					

Total Amount (in Home Currency)

Bank Details

Bank Name

Account Number

SWIFT/IBAN/IFSC Code

Declaration

I hereby certify that the above information is true and the expenses claimed are as per actual expenditure incurred during the official travel.

Employee Signature

Date

Important Notes

- All claims must be supported by original receipts and proof of payment.
- Only expenses pre-approved and relevant to the official purpose of travel will be reimbursed.
- Claims should be submitted within the stipulated period after completion of travel.
- Currency conversion should be as per the company's policy or at actual if evidence is provided.
- Incomplete or incorrect claims may cause delays in processing or rejection.