

# Employee Travel Expense Reimbursement Document

Employee Name: John Doe Employee ID: 123456  
Department: Sales Date Submitted: 2024-05-23  
Trip Purpose: Annual client meeting in New York City  
Travel Dates: 2024-05-13 to 2024-05-16 Destination: New York, NY

## Expense Details

Date	Expense Category	Description	Amount (USD)
2024-05-13	Transportation	Flight ticket to New York	300.00
2024-05-13	Taxi	Airport to hotel	48.00
2024-05-14	Meals	Lunch with client	32.50
2024-05-15	Lodging	Hotel accommodation	420.00
2024-05-16	Transportation	Return flight	310.00
2024-05-16	Taxi	Hotel to airport	52.00
Total Reimbursement:			1,162.50

## Declaration

I certify that the above expenses were incurred for business purposes and are accurate to the best of my knowledge. Relevant receipts are attached.

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Employee Signature

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Date

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Manager/Supervisor Approval

## Important Notes

- Attach original receipts for all expenses claimed.
- Ensure all expenses comply with the company's travel policy.
- Submit the form within the required timeframe after travel completion.
- Incomplete forms or missing documentation may delay reimbursement.
- Falsification of information may result in disciplinary action.