

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.

Employee Signature

Date

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.