

Corporate Travel Expense Claim Sheet

Employee Name

Employee ID

Department

Manager

Travel Dates e.g. 2024-06-10 to 2024-06-15

Purpose of Trip

Date	Expense Type	Description	Currency	Amount	Receipt Attached
yyyy-mm-dd	Transport <input type="button" value="▼"/>	Details <input type="text"/>	e.g. USD <input type="text"/>	0.00 <input type="text"/>	Yes <input type="button" value="▼"/>
<input type="text"/>	Transport <input type="button" value="▼"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Yes <input type="button" value="▼"/>
<input type="text"/>	Transport <input type="button" value="▼"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Yes <input type="button" value="▼"/>
<input type="text"/>	Transport <input type="button" value="▼"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Yes <input type="button" value="▼"/>
Total				<input type="text"/>	

Additional Notes / Comments

Claimant Signature

Date

Manager Approval

Date

Important Notes:

- Attach all original receipts and supporting documents for each expense claimed.
- Ensure expenses comply with company travel and expense policy.
- Incomplete forms or missing receipts may delay reimbursement.
- Claims must be submitted within the stipulated time frame after trip completion.
- Obtain manager approval before submitting the form to accounting/finance department.