

Corporate Travel Expense Claim Sheet

Employee Name

Employee ID

Department

Manager

Travel Dates

Purpose of Trip

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