

Project-Related Travel Expense Report

Employee & Project Details

Employee Name

Enter full name

Employee ID

Enter employee ID

Department

Department

Project Name

Project Name

Project Code

Project Code

Project Manager

Manager Name

Travel Period

e.g. Jun 10–12, 2024

Travel Location(s)

City or location

Expense Details

Date	Description	Category	Amount	Receipt?
	e.g. Hotel accomodation	e.g. Lodging, Meals		Yes/No
	e.g. Taxi from airport	Transport		Yes/No
	e.g. Lunch with client	Meals		Yes/No
Total				

Comments / Additional Information

Provide any additional notes, context, or explanations for the expenses reported.

Date of Submission

Employee Signature

Type or sign name

Important Notes

- All claims should be accurate, complete, and supported by official receipts wherever possible.
- Only expenses directly related to the approved project and business travel are reimbursable.
- Submit this report within the deadline specified in the company's travel policy.
- Do not include personal expenses or non-allowable items in this report.
- Attach original receipts and any required supporting documents upon submission.