

Travel Expense Itemization Sheet

Traveler Information

Name: _____ Department: _____ Purpose of Trip: _____ Trip
Dates: _____

Expense Itemization

Date	Description	Category	Amount	Receipt Provided (Y/N)
2024-05-15	Flight to NYC	Airfare	\$450.00	Y
2024-05-16	Hotel Stay (Night 1)	Lodging	\$160.00	Y
2024-05-16	Lunch with Client	Meals	\$28.75	Y
2024-05-17	Taxi to Airport	Transportation	\$48.00	N
2024-05-17	Airport Parking	Other	\$35.00	Y
Total			\$721.75	

Employee Certification & Signature

I certify that the above expenses were incurred as described and are in compliance with company policy.

Signature: _____ Date: _____

Important Notes

- Receipts are required for all expenses whenever possible, especially for lodging and airfare.
- Meals, transportation, and other incidentals must be itemized and justified as business-related.
- Ensure that dates and descriptions accurately reflect the travel itinerary and purpose.
- Final approval should be obtained from your manager or accounting department.
- Incomplete forms may result in processing delays or reimbursement denial.