

Departmental Travel Expense Submission Form

Employee Information

Full Name

Department

Employee ID

Email

Travel Details

Purpose of Travel

Destination(s)

Travel Dates

Expense Details

Date	Category	Description	Amount (USD)
<input type="text"/>	Transport ▾	<input type="text"/>	<input type="text"/>
<input type="text"/>	Transport ▾	<input type="text"/>	<input type="text"/>
<input type="text"/>	Transport ▾	<input type="text"/>	<input type="text"/>

Total Amount

Additional Notes

Employee Signature & Date

Department Head Approval & Date

Important Notes:

- Attach all relevant receipts for expense items claimed.
- Ensure expenses adhere to departmental and organizational policies.
- Incomplete forms may delay reimbursement processing.
- Travel advances must be reconciled with actual expenses.
- Obtain all necessary approvals before submission.