

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)
<div></div>	Transport ▾	<div></div>	<div></div>
<div></div>	Transport ▾	<div></div>	<div></div>
<div></div>	Transport ▾	<div></div>	<div></div>

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.