

Employee Travel Expense Claim Checklist

Please ensure all sections are completed and required documents are attached before submitting.

Employee & Trip Details

Name:

Employee ID:

Department:

Travel Dates:

Purpose of Trip:

Destination(s):

Reimbursement Checklist

Item	Included
<input type="checkbox"/> Completed Expense Claim Form	
<input type="checkbox"/> Original Receipts (Hotel, Transport, Meals, etc.)	
<input type="checkbox"/> Travel Approval/Authorization	
<input type="checkbox"/> Itinerary/Boarding Passes	
<input type="checkbox"/> Proof of Payment (Credit Card Statement/Cash Slip)	
<input type="checkbox"/> Mileage Log (if personal vehicle used)	
<input type="checkbox"/> Currency Conversion (if expenses in other currency)	

Authorization

Employee Signature:

Date:

Reviewer/Manager Name:

Reviewer Signature:

Date:

Important Notes:

- All receipts must be original and clearly legible.
- Claims must be submitted within 30 days of travel completion.
- Expenses must comply with company travel and reimbursement policies.
- Incomplete forms or missing documentation may delay reimbursement.
- Personal expenses are not reimbursable.