

# International Travel Expense Claim

## Traveler Information

Name	Employee ID	
Department	Position	
Email	Contact Number	

## Travel Details

Purpose of Travel		
Destination Country	City	
Departure Date	Return Date	
Project/Code		

## Expense Summary

Date	Category	Description	Amount (Currency)	Exchange Rate	Amount (Local Currency)
	Airfare				
	Hotel				
	Meals				
	Transportation				
	Other				
Total Amount (Local Currency)					

## Supporting Documents

Receipt Attached	
Other Supporting Documents	

Claimant's Signature:

Date:

Approver's Signature:

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Date:

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### **Important Notes**

- All expenses must be supported with original receipts and relevant supporting documents.
- Claims should be submitted within the stipulated period as per company policy.
- Conversion to local currency should be based on the actual exchange rate with supporting proof.
- Personal expenses and non-business activities are not reimbursable.
- Ensure all information provided is accurate and complete to avoid processing delays.