

Standard Travel Expense Claim Form

Employee Information

Name:

Department:

Employee ID:

Purpose of Travel:

Destination:

Travel Dates:

Expense Details

Date	Description	Category	Amount	Receipt Attached
<input type="text"/>	E.g., Airfare	Airfare	<input type="text"/>	Yes
<input type="text"/>	E.g., Taxi	Airfare	<input type="text"/>	Yes
Total:			<input type="text"/>	<input type="text"/>

Remarks

Additional notes or explanations

Date Submitted:

Employee Signature

Date Approved:

Manager Approval

Important Notes

- Receipts must be attached for all claimed expenses where available.
- Ensure that all expenses conform to the company travel policy.
- Fill in all sections clearly and accurately to avoid delays in reimbursement.
- Submit the claim form within the stipulated time frame after travel.
- Misrepresentation of expenses may result in disciplinary action.