

Supporting Ticket/Boarding Pass Attachments Sheet

For reimbursement and record purposes, please attach digital copies or photocopies of all travel tickets and boarding passes. Complete the information below for each document.

#	Traveler Name	Ticket/Pass Type	Route (From → To)	Date	Ticket/PNR No.	Attachment Description	Remarks
1	[Full Name]	[Flight/Train/Bus]	[Origin → Destination]	[DD/MM/YYYY]	[Ticket Number]	[E-Ticket/Boarding Pass attached]	[--]
2	[Full Name]	[Flight/Train/Bus]	[Origin → Destination]	[DD/MM/YYYY]	[Ticket Number]	[E-Ticket/Boarding Pass attached]	[--]

Attachment Checklist

Attached Documents:

- Boarding pass (Flight/Train/Bus)
- E-ticket or original ticket
- Travel approval (if required)

Important Notes

- Ensure all tickets and boarding passes are legible and authentic.
- Do not submit altered or incomplete documents.
- Keep original documents until reimbursement is confirmed.
- Submit this sheet together with your claim forms, if required.
- For electronic tickets, provide full PDF or screenshots.