

# Employee Travel Form PDF

## Employee Information

Full Name: \_\_\_\_\_

Employee ID: \_\_\_\_\_

Department: \_\_\_\_\_

Manager Name: \_\_\_\_\_

## Travel Itinerary

Travel Segment	Date	From	To
Departure			
Return			
Additional Stops			

## Travel Purpose

Client Visit

Training

Conference

Other: \_\_\_\_\_

## Expenses Estimate

Flight: \_\_\_\_\_

Accommodation: \_\_\_\_\_

Meals: \_\_\_\_\_

Miscellaneous: \_\_\_\_\_

**Approval Section**

**Manager's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_