**Business Travel Expense Form PDF**

### **Traveler Information**

**Full Name: \_\_\_\_\_\_\_\_\_\_
Employee ID: \_\_\_\_\_\_\_\_\_\_
Company Name: \_\_\_\_\_\_\_\_\_\_
Department: \_\_\_\_\_\_\_\_\_\_
Contact Number: \_\_\_\_\_\_\_\_\_\_
Email Address: \_\_\_\_\_\_\_\_\_\_**

### **Trip Details**

**Destination: \_\_\_\_\_\_\_\_\_\_
Purpose of Travel: \_\_\_\_\_\_\_\_\_\_
Departure Date: \_\_\_\_\_\_\_\_\_\_
Return Date: \_\_\_\_\_\_\_\_\_\_**

### **Expense Summary**

| **Date** | **Description** | **Category (Flight, Hotel, Meals, Misc.)** | **Amount ($)** | **Receipt Provided (Yes/No)** |
| --- | --- | --- | --- | --- |
|  |  | **☐ Flight ☐ Hotel ☐ Meals ☐ Misc.** |  | **☐ Yes ☐ No** |
|  |  | **☐ Flight ☐ Hotel ☐ Meals ☐ Misc.** |  | **☐ Yes ☐ No** |
|  |  | **☐ Flight ☐ Hotel ☐ Meals ☐ Misc.** |  | **☐ Yes ☐ No** |
|  |  | **☐ Flight ☐ Hotel ☐ Meals ☐ Misc.** |  | **☐ Yes ☐ No** |
|  |  | **☐ Flight ☐ Hotel ☐ Meals ☐ Misc.** |  | **☐ Yes ☐ No** |
| **Total Amount Claimed:** |  |  | **$\_\_\_\_\_\_\_** |  |

### **Approval and Authorization**

**Traveler’s Signature: \_\_\_\_\_\_\_\_\_\_
Date: \_\_\_\_\_\_\_\_\_\_**

**Supervisor’s Approval: \_\_\_\_\_\_\_\_\_\_
Date: \_\_\_\_\_\_\_\_\_\_**

**Finance Department Approval: \_\_\_\_\_\_\_\_\_\_
Date: \_\_\_\_\_\_\_\_\_\_**