[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

Travel Expense Form

Claiming travel cleanly: trip details, transport, accommodation, meals, and receipts, in one form.

Document: Travel Expense Form **Version:** 2.0
Prepared by: _____ **Owner:** _____
Date: _____ **Review date:** _____

Trip details
Employee name: _____ **Employee ID:** _____
Destination: _____
Departure: _____ **Return:** _____
Purpose of trip: _____
Approved by (trip): _____

Transport costs
(1) **Date:** _____ **Transport:** _____ **From:** _____ **To:** _____ **Amount:** _____ **Receipt attached:** _____
(2) **Date:** _____ **Transport:** _____ **From:** _____ **To:** _____ **Amount:** _____ **Receipt attached:** _____
(3) **Date:** _____ **Transport:** _____ **From:** _____ **To:** _____ **Amount:** _____ **Receipt attached:** _____
(4) **Date:** _____ **Transport:** _____ **From:** _____ **To:** _____ **Amount:** _____ **Receipt attached:** _____

Accommodation costs
(1) **Date:** _____ **Hotel:** _____ **Nights:** _____ **Rate per night:** _____ **Total:** _____ **Receipt attached:** _____
(2) **Date:** _____ **Hotel:** _____ **Nights:** _____ **Rate per night:** _____ **Total:** _____ **Receipt attached:** _____
(3) **Date:** _____ **Hotel:** _____ **Nights:** _____ **Rate per night:** _____ **Total:** _____ **Receipt attached:** _____
(4) **Date:** _____ **Hotel:** _____ **Nights:** _____ **Rate per night:** _____ **Total:** _____ **Receipt attached:** _____

Meals and other costs
(1) **Date:** _____ **Item:** _____ **Amount:** _____ **Receipt attached:** _____
(2) **Date:** _____ **Item:** _____ **Amount:** _____ **Receipt attached:** _____
(3) **Date:** _____ **Item:** _____ **Amount:** _____ **Receipt attached:** _____
(4) **Date:** _____ **Item:** _____ **Amount:** _____ **Receipt attached:** _____

Approval and payment
Total claimed: _____ **Approved by:** _____
Approved amount: _____ **Reason for any reduction:** _____
Paid on: _____ **Payment reference:** _____
Payment method: _____

Checklist
[ ] Trip details, transport, accommodation, and meals are all itemised separately.
[ ] Every cost has a receipt attached.
[ ] The claim is approved before payment, and the payment reference is recorded.