

Expense Receipt Template

Travel Reimbursements

Employee Name

Enter name

Department

Enter department

Date

Purpose of Travel

Enter purpose

Destination

Enter destination

Expense Details

Date	Description	Category	Amount	Receipt #
<div></div>	<div>E.g. Taxi fare</div>	<div>E.g. Transport</div>	<div>0.00</div>	<div>001</div>
<div></div>	<div>E.g. Hotel</div>	<div>Accommodation</div>	<div>0.00</div>	<div>002</div>
<div></div>	<div>E.g. Meals</div>	<div>Food</div>	<div>0.00</div>	<div>003</div>
Total			<div>0.00</div>	

Additional Notes

Enter any additional information

Employee Signature

Approver Signature