

Expense Receipt Template

Travel Reimbursements

Employee Name

Department

Date

Purpose of Travel

Destination

Expense Details

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

Additional Notes

Employee Signature

Approver Signature
