

# Detailed Travel Expense Report

Employee Name

Employee ID

Department

Report Date

Purpose of Trip

Destination

Travel Dates

## Expense Details

Date	Description	Category	Payment Method	Amount	Currency	Receipt

Total Amount Claimed

Advance Received

Balance Due / Refund

## Employee Declaration

I hereby certify that the above expenses were incurred for business purposes and comply with company policy.

Employee Signature

Date

## For Office Use Only

Approver Name

Approval Signature

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**Date**

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**Comments**

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