

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

Date

Comments
