

# Employee Travel Expense Policy Application Sheet

Employee Name

Employee ID

Department

Travel Dates

e.g. 2024-07-01 to 2024-07-05

Destination

Purpose of Travel

Expense Details

Date	Expense Category	Description	Amount
<div>yyyy-mm-dd</div>	<div>Select</div>	<div></div>	<div></div>
<div>yyyy-mm-dd</div>	<div>Select</div>	<div></div>	<div></div>
<div>yyyy-mm-dd</div>	<div>Select</div>	<div></div>	<div></div>

Total Amount

Advances Received

Amount to be Reimbursed

### Additional Notes

Provide any additional information or explanations (if any)...

Employee Signature

Date

yyyy-mm-dd

Manager Approval

Date

yyyy-mm-dd