

# 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
yyyy-mm-dd	Select <input type="button" value="▼"/>	<input type="text"/>	<input type="text"/>
yyyy-mm-dd	Select <input type="button" value="▼"/>	<input type="text"/>	<input type="text"/>
yyyy-mm-dd	Select <input type="button" value="▼"/>	<input type="text"/>	<input type="text"/>

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