

Staff Business Travel Reimbursement Policy Sheet

Employee Details

Name	
Department	
Employee ID	
Date(s) of Travel	
Destination(s)	
Purpose of Travel	

Eligible Expenses

1. Transportation (airfare, train, taxi, etc.)
2. Accommodation (hotel, etc.)
3. Meals and Incidentals
4. Other (please specify)

Expense Details

Date	Expense Type	Description	Amount	Receipt Attached
Total				

Reimbursement Policy Overview

- All expenses must be supported by original receipts.
- Claims must be submitted within 7 days of return from travel.
- Only business-related expenses are eligible for reimbursement.
- Refer to the company policy document for details on daily limits and exclusions.

Employee Signature / Date

Supervisor Approval / Date