

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