# [Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

# Travel Expense Form

Claiming travel cleanly: trip details, transport, accommodation, meals, and receipts, in one form.

**Document:** Travel Expense Form **Version:** 2.0
**Prepared by:** _____ **Owner:** _____
**Date:** _____ **Review date:** _____

**Trip details**
**Employee name:** _____ **Employee ID:** _____
**Destination:** _____
**Departure:** _____ **Return:** _____
**Purpose of trip:** _____
**Approved by (trip):** _____

**Transport costs**
(1) **Date:** _____ **Transport:** _____ **From:** _____ **To:** _____ **Amount:** _____ **Receipt attached:** _____
(2) **Date:** _____ **Transport:** _____ **From:** _____ **To:** _____ **Amount:** _____ **Receipt attached:** _____
(3) **Date:** _____ **Transport:** _____ **From:** _____ **To:** _____ **Amount:** _____ **Receipt attached:** _____
(4) **Date:** _____ **Transport:** _____ **From:** _____ **To:** _____ **Amount:** _____ **Receipt attached:** _____

**Accommodation costs**
(1) **Date:** _____ **Hotel:** _____ **Nights:** _____ **Rate per night:** _____ **Total:** _____ **Receipt attached:** _____
(2) **Date:** _____ **Hotel:** _____ **Nights:** _____ **Rate per night:** _____ **Total:** _____ **Receipt attached:** _____
(3) **Date:** _____ **Hotel:** _____ **Nights:** _____ **Rate per night:** _____ **Total:** _____ **Receipt attached:** _____
(4) **Date:** _____ **Hotel:** _____ **Nights:** _____ **Rate per night:** _____ **Total:** _____ **Receipt attached:** _____

**Meals and other costs**
(1) **Date:** _____ **Item:** _____ **Amount:** _____ **Receipt attached:** _____
(2) **Date:** _____ **Item:** _____ **Amount:** _____ **Receipt attached:** _____
(3) **Date:** _____ **Item:** _____ **Amount:** _____ **Receipt attached:** _____
(4) **Date:** _____ **Item:** _____ **Amount:** _____ **Receipt attached:** _____

**Approval and payment**
**Total claimed:** _____ **Approved by:** _____
**Approved amount:** _____ **Reason for any reduction:** _____
**Paid on:** _____ **Payment reference:** _____
**Payment method:** _____

**Checklist**
[ ] Trip details, transport, accommodation, and meals are all itemised separately.
[ ] Every cost has a receipt attached.
[ ] The claim is approved before payment, and the payment reference is recorded.