

# Corporate Travel Expense Reimbursement Form

## Employee Information

Name

Employee ID

Department

Email

## Travel Details

Purpose of Trip

Destination

Travel Dates

From - To

## Expense Details

Date	Description	Category	Amount (USD)	Notes
<div></div>	<div></div>	<div>Transportation</div>	<div></div>	<div></div>
<div></div>	<div></div>	<div>Transportation</div>	<div></div>	<div></div>
<div></div>	<div></div>	<div>Transportation</div>	<div></div>	<div></div>

Total Amount Claimed (USD)

**Supporting Documents / Receipts**

List attached receipts or provide description.

**Employee Signature**

**Date**

**Manager Approval**

**Date**