

Project-Based Business Travel Expense Form

Employee Information

Name

Employee ID

Department

Project Name / Code

Purpose of Trip

Travel Start Date

Travel End Date

Expense Details

Date	Description	Category	Amount	Currency	Notes
		Select ▾			
		Select ▾			
		Select ▾			
		Select ▾			
		Select ▾			
Total					

Additional Remarks

Employee Signature & Date

Supervisor/Manager Approval & Date