[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. Add or remove table rows to fit your needs. 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
Prepared by	**[Name and role]**
Owner	**[Name and role]**
Version	2.0
Date	**[DD Month YYYY]**
Review date	**[DD Month YYYY]**

Trip details

Employee	**[Employee name]**
Employee ID	**[Employee ID]**
Destination	**[Destination]**
Departure	**[Departure date]**
Return	**[Return date]**
Purpose of trip	
Approved by (trip)	**[Approver name]**

Transport costs

Date	Transport	From	To	Amount	Receipt attached?

[Company name]

Date	Transport	From	To	Amount	Receipt attached?

Accommodation costs

Date	Hotel	Nights	Rate per night	Total	Receipt attached?

Meals and other costs

Date	Item	Amount	Receipt attached?

Approval and payment

Total claimed	
Approved by	[Approver name]

[Company name]

Approved amount	
Reason for any reduction	
Paid on	
Payment reference	
Payment method	**[Payment method]**

Checklist

Done	Check
	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.