[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?

[Company name]

Date	Item	Amount	Receipt attached?

Approval and payment

Total claimed	
Approved by	**[Approver 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.