Ashford Business Services Ltd

Travel Expense Form

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

Document	Travel Expense Form
Prepared by	**Sarah Mitchell, Office Manager**
Owner	**David Okafor, Finance Manager**
Version	2.0
Date	**9 November 2026**
Review date	**9 November 2026**

Trip details

Employee	**Emma Clarke**
Employee ID	**Employee ID**
Destination	**Destination**
Departure	**9 November 2026**
Return	**9 November 2026**
Purpose of trip	
Approved by (trip)	**Michael Davies**

Transport costs

Date	Transport	From	To	Amount	Receipt attached?

Ashford Business Services Ltd

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?

Ashford Business Services Ltd

Date	Item	Amount	Receipt attached?

Approval and payment

Total claimed	
Approved by	**Michael Davies**
Approved amount	
Reason for any reduction	
Paid on	
Payment reference	
Payment method	**£45.00**

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.