



**TRAVEL EXPENSE**

**REPORT**

**1. Overview**

As provided under the travel expense policy of [NAME OF ORGANIZATION/COMPANY], each and every employee is duty-bound to complete, submit, and furnish to the said organization a travel expense report within [N] days from the completion of his/her travel or business trip. The objectives and purpose of the report are as follows:

1. For transparency and accountability reasons; it is best that the employee provides a comprehensive breakdown of his/her travel expenses
2. For reimbursements and refund purposes
3. [ADD MORE, IF NECESSARY]

**2. Travel Details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Purpose:** |  | **Destination(s):** |  |
| **Duration:** |  | **Immediate Supervisor:**  |  |

**3. Cost and Expenses**

This section provides the pertinent costs and expenses incurred by the employee during his/her scheduled travel.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date** | **Destination** | **Duration** | **Type of Expenses** | **Amount** | **Additional Notes** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**4. Additional Notes**

|  |
| --- |
| **Additional Notes**  |
|  |

**5. Acceptance and Approval**

This travel expense report is reviewed and approved by:

**Name:**

**Position:**

**Signature:**

**Date Signed**