|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Employee Information:** | | | | | |
| Full Name: |  | | | Employee ID: |  |
| Department: |  | | Position/Title: |  | |
| **Trip Details:** | | | | | |
| Destination: |  | | Purpose of Trip: |  | |
| Dates of Travel | | From: | [Date] | To: | [Date] |
| **Expense Summary:** | | | | | |
| **Category** | Transportation | Accommodation | Meals | Other | Total |
| **Amount** | $[amount] | $[amount] | $[amount] | $[amount] | $[amount] |
| Receipts Attached: | | ( ) Yes | ( ) No | Justify: | |
| **Approval Details:** | | | | | |
| Supervisor’s Name: | | | [Name of Supervisor] | | |
| Supervisor’s Position/Title: | | | [Position/Title of Supervisor] | | |
|  | | | | | |
| Approval Date: |  | Comments/Notes: | Include any additional comments or notes regarding the travel expenses] | | |
| Signature (Supervisor): | |  | | Date: | [Date] |
| Approval Status: | | ( ) Approved | ( ) Partially Approved (Specify) | | |
| ( ) Not approved | (Specify) | | |
| Comments (If Not Approved/Partially Approved): [Provide reasons for not approving or partially approving the expenses] | | | |
| Signature (Approving Authority): | |  | | Date: | [Date] |