

PROFESSIONAL DEVELOPMENT TRAVEL EXPENSE TEMPLATE

Conference & Seminar Reimbursement Request

EMPLOYEE NAME

DEPARTMENT

JOB TITLE / DESIGNATION

SUPERVISOR / APPROVER

EVENT / CONFERENCE NAME

DESTINATION / LOCATION

TRAVEL START DATE

TRAVEL END DATE

DATE	DESCRIPTION / PURPOSE	EXPENSE CATEGORY	RECEIPT Y/N	AMOUNT

TOTAL EXPENSES	
LESS: CASH ADVANCE / PREPAID	
TOTAL REIMBURSEMENT DUE	

Employee Signature

Date: _____

Supervisor Approval Signature

Date: _____