TRAVEL DOCUMENT FEES REIMBURSEMENT

Passport, Visa, and Related Entry Document Expenses

EMPLOYEE INFORMATION

Employee Name:

Employee ID:

Department:

Job Title:

Manager Name:

Date of Request:

TRIP & DESTINATION DETAILS

Destination Country:

Purpose of Travel:

Departure Date:

Return Date:

EXPENSE BREAKDOWN

Date	Document/Expense Type	Description / Details	Receipt No.	Amount
			Subtotal:	
			Other/Fees (Courier, Photos, etc.):	
			TOTAL REIMBURSEMENT CLAIMED:	

Required Attachments & Guidelines:

- Original receipts/invoices for all claimed expenses must be attached to this form
- For visa fees, attach a copy of the visa page from the passport (if applicable).
- Expenses must comply with the corporate travel policy.

Employee Signature

Date

Manager/Approver Signature

Date