TRAVEL VISA & PASSPORT REIMBURSEMENT FORM

Expense Claim Template

EMPLOYEE INFORMATION

EMPLOYEE NAME

EMPLOYEE ID

DEPARTMENT

JOB TITLE

MANAGER / APPROVER NAME

TRIP & PURPOSE DETAILS

DESTINATION COUNTRY

EXPECTED TRAVEL DATES

BUSINESS PURPOSE OF TRAVEL

EXPENSE ITEMIZATION

#	Expense Type (Visa, Passport, Photos, etc.)	Receipt Date	Receipt/Reference No.	Currency	Amount Claimed
1					
2					
3					
4					
				Total Reimbursement Amount Claimed	

SUPPORTING DOCUMENTS CHECKLIST

- [ ] Original itemized receipts attached
- [ ] Copy of Visa page / Passport renewal confirmation attached
- [ ] Proof of payment (credit card statement / bank transaction receipt)
- [ ] Pre-travel authorization email or document attached

AUTHORIZATIONS & SIGNATURES

By signing below, the employee certifies that the expenses listed above were incurred solely for official business purposes. The approver confirms that the expenses conform to company travel policies.

Employee Signature Date

Authorized Approver Signature Date