Travel Expenses Claim Form

Personnel
Travelling :

Destination(s) :
1.
2.
3.
4.

Period   Date:_____to_____

Actual Expenses Incurred For Trip

Date	Airfare	Airport Tax	Accommodation	Transport	Phone	Allowance	Meal	Misc	Total
Total (For)									
exc. @									
Total in S$									

For Misc Claims (pls indicate)

Advance for Trip (For. Currency)

Less: Expense incurred (per above)   _____

Balance to be Refunded / (Claimed)   _____

@ exc rate of --->

Balance to be claimed in S$

Add: Taxi Fare incurred in S'pore   _____

_____

Prepared By   _____   Date: _____

Checked By   _____   Date: _____

Approved By   _____   Date: _____

Please use separate form for different destinations and period. Thanks!