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EXPENSE SHEET FORMAT - VERSION 3

Travel Expense Claim Sheet

Best for employee travel claims with travel, hotel, food, local conveyance and advance details.

Business Name		**Expense Period**	
GSTIN		**Prepared By**	
Address		**Approved By**	

Claim Date	Employee Name	Trip From-To	Travel	Food	Hotel	Local Conveyance	Other	Total Expense	Advance Paid	Reimbursable
04-Jun-2026	Employee 1	Mumbai - Pune	₹1,200.00	₹650.00	₹2,500.00	₹450.00	₹0.00	₹4,800.00	₹1,000.00	₹3,800.00
08-Jun-2026	Employee 2	Delhi - Jaipur	₹1,800.00	₹900.00	₹3,200.00	₹700.00	₹250.00	₹6,850.00	₹2,000.00	₹4,850.00
15-Jun-2026	Employee 3	Ahmedabad - Surat	₹900.00	₹450.00	₹0.00	₹300.00	₹100.00	₹1,750.00	₹0.00	₹1,750.00
Total Reimbursable										**₹10,400.00**

Prepared By		**Approved By**	
Name / Signature		Name / Signature	