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Travel Bill Format - Version 3 (Professional Approval)

Travel bill/expense claim format for employee travel, stay, food and payable total.

Business / Company Details	Document Details
Business Name: _____ Address: _____ GSTIN: _____ Phone: _____	Format Type: Travel Bill Format Version: Professional Approval Date: ____ / ____ / _____ No.: _____

Date	Employee Name	City	Travel Mode	Fare	Hotel	Food	Total Amount
01-06-2026	Rahul Sharma	Mumbai	Flight	1500	1500	1500	2006.0
02-06-2026	Priya Mehta	Delhi	Train	2500	2500	2500	3186.0
03-06-2026	Amit Verma	Pune	Taxi	3500	3500	3500	4484.0
04-06-2026	Neha Singh	Ahmedabad	Bus	4500	4500	4500	5900.0
05-06-2026	Vikram Rao	Bengaluru	Metro	5500	5500	5500	7434.0
Total				**17,500**	**17,500**	**17,500**	**23,010.00**

Summary / Notes	Authorization
Subtotal: _____ Tax: _____ Grand Total: _____ Notes / Terms: _____	Prepared By: _____ Checked By: _____ Authorized Signature: _____