

Consultant Travel Expense Reimbursement Template

Please fill out this template to claim reimbursement for pre-authorized travel expenses incurred during your consultancy assignment.

1. Consultant Information

Consultant Full Name:

Company/Agency Name:

Email Address:

Phone Number:

2. Assignment & Travel Details

Client Name:

Project Name / ID:

Purpose of Travel:

Departure Date:

Return Date:

3. Itemized Expenses

List all travel expenses below. Please categorize each item (e.g., Flights, Lodging, Meals, Taxi, Mileage).

Date (YYYY-MM-DD)	Expense Category	Description / Business Purpose	Amount (USD)
<input type="text"/>	e.g., Lodging	<input type="text"/>	<input type="text"/>
<input type="text"/>	e.g., Flight	<input type="text"/>	<input type="text"/>
<input type="text"/>	e.g., Meals	<input type="text"/>	<input type="text"/>
<input type="text"/>	e.g., Taxi	<input type="text"/>	<input type="text"/>
<input type="text"/>	e.g., Mileage	<input type="text"/>	<input type="text"/>
Total Reimbursement Claimed:			<input type="text"/>

4. Acknowledgement & Authorization

I hereby certify that the expenses detailed above were necessary and directly incurred for the business purposes of the project specified, and that I have attached original receipts for all items where required.

Consultant Signature: Date:

Approver Name & Title: Date:

Approver Signature: