

# Project-Based Staff Expense Reimbursement Sheet

Project Name  

Enter project name

Staff Name  

Enter staff name

Department  

Enter department

Staff ID  

Enter staff ID

Period Covered  

e.g. 01/06/2024 - 15/06/2024

Date Submitted

## Expense Details

Date	Description	Expense Category	Amount (USD)	Receipt Attached	Notes
	e.g. Taxi fare	e.g. Transport		Yes/No	Optional
	e.g. Lunch with	e.g. Meals		Yes/No	Optional
	e.g. Printing materials	e.g. Office Supplies		Yes/No	Optional

Requested By

Date:  
Approved By (Supervisor)

Date:  
Checked By (Finance)

Date:

## Important Notes

- Attach all original receipts and supporting documents for each expense.
- Ensure expenses comply with project and organizational policies prior to submission.
- Incomplete forms or missing documentation may result in delays or non-reimbursement.

- Signatures from all required parties are mandatory for processing.
- Submit the completed form to the finance department within 30 days of the expense.