

Expense Receipt Form

(Printable Document)

Receipt No.

e.g., 000123

Date

Received From

Full Name or Company

Contact Information

Phone/Email

Description of Expense

Expense details

Amount (\$)

Payment Method

e.g., Cash, Card, Transfer

Additional Remarks

Optional

Recipient's Signature

Date

Important Notes

- This receipt serves as proof of expense and payment; keep it for your records.
- Fill in all details clearly and accurately to avoid future discrepancies.
- Ensure both the recipient's and issuer's signatures are present for validity.
- Attach supporting documents or invoices if required by your policies.
- Review company or tax authority requirements regarding expense documentation.