

Corporate Expense Reimbursement Form

Employee Name

Jane Doe

Employee ID

EMP-12345

Department

Finance

Submission Date

2024-06-10

Purpose of Expense

Business trip to attend annual financial summit.

Expense Details

Date	Expense Type	Description	Amount	Receipt Attached
2024-06-05	Travel	Flight ticket to New York	\$350.00	Yes
2024-06-06	Accommodation	Hotel stay (2 nights)	\$400.00	Yes
2024-06-06	Meals	Lunch with client	\$45.00	Yes
			\$795.00	

Employee Signature

Date

Manager Approval

Date

Important Notes

- All expenses must be supported by original receipts or valid documentation.
- Claims should comply with company expense policies and be submitted within the stipulated timeframe.
- Any fraudulent claims may result in disciplinary action.
- Manager approval is mandatory before processing reimbursement.