

# Employee Expense Reimbursement Form

## Employee Information

Full Name

Employee ID

Department

Email Address

## Expense Details

Date	Expense Type	Description	Amount
<input type="text"/>	Travel <input type="button" value="▼"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	Travel <input type="button" value="▼"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	Travel <input type="button" value="▼"/>	<input type="text"/>	<input type="text"/>
<b>Total</b>			<input type="text"/>

## Attachment(s) (Receipts, Invoices, etc.)

List file names or references

## Employee Declaration

I certify that the above expenses are accurate and were incurred for business purposes.

## Approvals

Employee Signature

Date

Manager/Supervisor Approval

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Date

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### **Important Notes**

- Attach all original receipts or valid proof of expenses for each claim.
- Ensure expenses comply with company policies before submitting.
- Incomplete forms or missing documentation may result in reimbursement delay.
- This form must be signed by both the employee and approving manager.
- Keep a copy of this form and all submissions for your records.