

Expense Report

Employee Information

Employee Name		Employee ID	
Department		Date	

Expense Details

#	Date	Description	Category	Amount	Notes
1					
2					
3					
4					
Total					

Employee Signature

Date: _____

Manager Approval

Date: _____

Important Notes

- Attach supporting receipts or documents for each expense item.
- Ensure each expense is categorized correctly for accurate accounting.
- Incomplete or inaccurate forms may delay reimbursement.
- Submit expense report within the company’s prescribed timeline.
- Manager’s approval is mandatory for processing reimbursement.