Multi-Currency Expense Claim Form

Employee Details

Name

Employee ID

Department

Claim Period

e.g., June 2024

Date Submitted

Expense Details

Date	Description	Currency	Amount	Exchange Rate	Amount (Base Currency)	Category	Remarks
	e.g., Hotel	USD				Trave	
		USD				Trave	
		USD				Trave	
Total (Base Currency)							

Bank & Payment Details

Account Name

Account Number

Bank Name

SWIFT/BIC Code

Bank Country

Declaration

I declare that the above expenses have been incurred by me for official purposes and are supported by valid receipts unless otherwise stated.

Employee Signature

(Type or sign)

Date

For Office Use Only

Approver Name

Approver Signature

(Type or sign)

Approval Date

Important Notes

- Ensure all expenses are supported by valid receipts and proof of payment.
- Use official exchange rates; provide details or evidence if required.
- Claims in foreign currencies will be reimbursed at the company-approved base currency rates.
- Details must be completed accurately; incomplete forms may delay reimbursement.
- Attach all relevant supporting documents before submission.