

# Expense Submission Sheet

Date: \_\_\_\_\_ Report No: \_\_\_\_\_ Employee Name: \_\_\_\_\_ Department: \_\_\_\_\_

## Expense Details

Date	Expense Category	Description	Project / Client (if any)	Amount (USD)	Receipt Attached	Remarks
MM/DD/YYYY	Travel	Taxi from airport to office	ABC Project	40.00	Yes	
MM/DD/YYYY	Meals	Client lunch meeting	ABC Project	25.00	Yes	Payslip Attached
<b>Total</b>					<b>65.00</b>	

## Employee Declaration

I hereby certify that the above listed expenses have been incurred for business purposes and are in accordance with company policy.

**Employee Signature:**

**Date:**

### Important Notes:

- Ensure all receipts and supporting documents are attached.
- Fill in all necessary fields accurately to avoid processing delays.
- Expenses must comply with company reimbursement policy.
- Total claim should match the sum of listed expenses with supporting receipts.
- Obtain required approvals before submission.