

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
Total				65.00		

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.