

Expense Payment Request Form (CSV Format)

This sample demonstrates the structure of an Expense Payment Request Form using CSV format:

Sample CSV

Date	Employee Name	Employee ID	Department	Expense Type	Expense Description	Amount	Payment Method	Receipt Attached	Approval Status
2024-06-10	Jane Doe	EMP1507	Marketing	Travel	Flight to conference	450.00	Bank Transfer	Yes	Pending
2024-06-11	John Smith	EMP1903	IT	Office Supplies	Laptop charger	65.00	Cash	Yes	Approved
2024-06-12	Emily Chan	EMP2120	Finance	Meals	Business lunch with client	38.25	Reimbursement	No	Pending

Important Notes:

- Ensure all required fields are filled accurately before submission.
- Receipts must be attached for each expense, where applicable.
- Approval status should be updated by the authorized approver only.
- Only expenses compliant with company policy should be requested.
- Maintain the original CSV format for seamless processing.