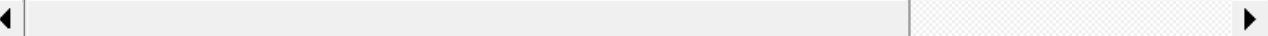


Expense Payment Request Form (CSV Format)

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,Re
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,Pendi
```



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.