

Expense Request Form

Please fill out all required fields to submit your expense request.

Full Name *

Email Address *

Department *

Date of Expense *

Expense Category *

Select category

Amount (USD) *

Expense Description *

Describe the purpose and details of the expense

Attachment (Receipt or Invoice)

Choose File

No file selected

Approver Name *

Additional Notes

Important Notes:

- All mandatory fields marked with * must be completed for submission.
- Attach a valid receipt/invoice for each expense item whenever possible.
- Ensure the expense aligns with company policies before submitting a request.
- Incomplete or incorrect requests may result in processing delays.
- This form is for internal use only and should be submitted to the designated approver.