

Standard Expense Reimbursement Receipt

Date of Submission

Receipt Number

Employee Name

Department

Employee ID

Expense Details

Date	Description	Category	Amount
Total Amount			

Purpose of Expense

Employee Signature

Date

Manager/Supervisor Approval

Date

- Receipts and relevant proof of payment should be attached with this document.
- Ensure all expense entries comply with company policy before submission.
- Original signatures are required for approval and processing.
- Falsification of expense details may result in disciplinary action.