

Employee Reimbursement Audit Sheet

Employee Name:	John Doe	Employee ID:	EMP-12345
Department:	Finance	Date Submitted:	2024-06-15
Manager:	Jane Smith	Audit Period:	June 2024

Reimbursement Details

Date	Description	Category	Amount (USD)	Receipt Attached	Status
2024-06-01	Hotel accommodation for business trip	Travel	250.00	Yes	Approved
2024-06-03	Team lunch with clients	Meals	85.50	Yes	Approved
2024-06-07	Taxi fare	Transportation	33.20	No	Pending
2024-06-10	Stationery	Office Supplies	15.75	Yes	Rejected
Total			384.45		

Employee Signature Date:

Auditor Signature Date:

Important Notes

- Ensure all required receipts and supporting documents are attached.
- Verify claimed expenses are compliant with company policy before approval.
- Incomplete or inaccurate information may delay reimbursement processing.
- Manager's review and auditor's approval are mandatory for all entries.
- Retain a copy of this sheet for your records.