

Foreign Currency Expense Reimbursement Receipt Form

Employee Information

Name

Employee ID

Department

Purpose of Travel/Expense

Country/Location

Expense Details

Date	Description	Currency	Amount (Foreign)	Exchange Rate	Amount (Local)	Receipt No.
<input type="text"/>	<input type="text"/>	e.g. USD	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>						
<input type="text"/>						

Total Amount (Foreign Currency)

Total Reimbursable Amount (Local Currency)

Additional Notes

Add any remarks or comments here

Date:

Employee Signature

Date:

Manager/Supervisor Signature

Important Notes:

- Attach original receipts for each expense claimed.
- Exchange rates should be supported by official documents (bank, credit card statement, or exchange bureau slip).
- All information should be accurate and complete to avoid processing delays.
- Claims must be submitted within the company's reimbursement policy timeline.