

# Expense Receipt for Employee Claims

Employee Name:

Employee ID:

Department:

Claim Date:

Claim Reference:

## Expense Details

## Purpose of Expense

Employee Signature / Date

Manager/Reviewer Approval / Date

## Important Notes:

- Ensure all receipts are attached and align with claimed amounts.
- Claims must be submitted within the stipulated period as per policy.
- Incomplete forms or missing approvals may result in delays or rejections.
- Retain a copy of this receipt for future reference and auditing purposes.