

# Digital Expense Submission Worksheet

Employee Name: \_\_\_\_\_

Employee ID: \_\_\_\_\_

Department: \_\_\_\_\_

Submission Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Reporting Period: \_\_\_\_\_

## Expense Details

Date	Category	Description	Amount (USD)
____ / ____ / ____	-----	-----	-----
____ / ____ / ____	-----	-----	-----
____ / ____ / ____	-----	-----	-----
<b>Total</b>			-----

Employee Signature

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Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Manager Approval

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Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## Important Notes:

- Receipts must be attached for all expenses above the company's minimum threshold.
- Ensure all entries are accurate and categorized correctly.
- Submit within the designated reporting period for reimbursement.
- Incorrect or incomplete submissions may cause delays in approval and payment.
- Contact the Finance Department for any clarification on expense policies.