

# Digital Expense Submission Worksheet

Employee Name: \_\_\_\_\_  
Employee ID: \_\_\_\_\_  
Department: \_\_\_\_\_  
Submission Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_  
Reporting Period: \_\_\_\_\_

## Expense Details

Date	Category	Description	Amount (USD)
____ / ____ / _____	_____	_____	_____
____ / ____ / _____	_____	_____	_____
____ / ____ / _____	_____	_____	_____
Total			_____

Employee Signature

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

Manager Approval

\_\_\_\_\_  
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.