

# Essential Components of an Expense Report for Reimbursement

## Employee and Report Details

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

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

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

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

Report/Reference #: \_\_\_\_\_

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## Expense Details

Date	Category	Description	Amount	Receipt Attached
____ / ____ / ____	_____	_____	_____	Yes / No
____ / ____ / ____	_____	_____	_____	Yes / No
<b>Total</b>				_____
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## Purpose/Business Justification

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## Approvals

Employee Signature: \_\_\_\_\_

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

Manager/Supervisor Approval: \_\_\_\_\_

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

## Important Notes:

- Attach all supporting receipts for every claimed expense.
- Ensure that each expense complies with company reimbursement policies.
- Accurate and complete information helps expedite processing.
- Submit the report within the specified time frame to avoid delays.
- Manager approval is mandatory before submission for payment.