

Employee Reimbursement Declaration Form

Employee Information

Full Name:

Employee ID:

Department:

Date of Submission:

Reimbursement Details

Date	Expense Description	Category	Amount (USD)
<div></div>	<div></div>	<div>Select</div>	<div></div>
<div></div>	<div></div>	<div>Select</div>	<div></div>
<div></div>	<div></div>	<div>Select</div>	<div></div>
Total Amount (USD)			<div></div>

Declaration

☐ I hereby declare that the above information is true and accurate, and the expenses claimed were incurred for official purposes only.

Employee Signature:

Date:

For Office Use Only

Verified By:

Approval:

Remarks:

Important Notes

- Attach original copies of all supporting receipts and invoices.
- Incomplete forms or missing documentation may result in processing delays.
- All claims must comply with the company's reimbursement policy.
- Fraudulent claims are subject to disciplinary action.
- Keep a copy of this form for your records.