

Foreign Exchange Receipt for Reimbursement

Receipt No.: _____ Date: _____ / _____ / _____
Name of Employee: _____ Employee ID: _____
Department/Division: _____ Project/Assignment: _____
Purpose of Travel/Expense: _____
Country Visited: _____ Duration of Visit: _____

Foreign Exchange Details

Description	Currency	Amount	Exchange Rate	INR Equivalent
Advance Drawn	_____	_____	_____	_____
Actual Expenses	_____	_____	_____	_____
Unused Forex Returned	_____	_____	_____	_____
Total Reimbursable Amount (INR): _____				

Supporting Documents Attached

~ Forex Purchase Receipt ~ Boarding Pass
~ Expense Bills ~ Other: _____

Employee Signature
Date: _____ / _____ / _____

Authorized Signatory
Date: _____ / _____ / _____

Important Notes:

- All currency conversions must be supported with official exchange rate documentation.
- Attach original receipts for all expenses claimed.
- Claims must be submitted within the stipulated time as per company policy.
- Falsification or fabrication of receipts is a serious violation and may attract disciplinary action.
- Incomplete forms or missing documents may result in delays or rejection of reimbursement.