

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.