

Project-Based Expense Claim

Claimant Name:
Jane Doe
Date:
2024-06-18
Project Name:
Website Redesign 2024
Project Code:
WR-2024-17
Department:
Marketing
Expense Period:
01 June 2024 – 15 June 2024

EXPENSE SUMMARY

Date	Description	Category	Amount (USD)	Receipt Attached
2024-06-03	Domain Renewal Fee	Software/Hosting	15.00	Yes
2024-06-08	Stock Images Purchase	Materials	48.00	Yes
2024-06-11	Team Lunch (Kickoff)	Meals	89.50	No
2024-06-14	UI Design Tool Subscription	Software/Hosting	30.00	Yes
			Total: 182.50	

BANK DETAILS (FOR REIMBURSEMENT)

Bank Name:
ABC Bank
Account Name:
Jane Doe
Account Number:
1234567890

Claimant Signature

Date: _____
Project Manager Approval

Date: _____
Finance Verification

Date: _____

IMPORTANT NOTES

- Attach all original receipts and supporting documents with this claim.
- Claims should relate strictly to project-related expenses only.
- Incomplete forms or missing documentation may delay reimbursement.
- Ensure expenses follow company policy and have prior approval where required.
- Submit claim within 30 days of incurring the expenses.

