

Petty Cash Expense Claim Form

This **expense claim form sample** is designed specifically for petty cash claims, ensuring a streamlined process for small reimbursements. It helps employees document expenses accurately and submit them efficiently for approval.

Please complete all sections. Attach relevant receipts or supporting documents.

Employee Name		Employee ID	
Department		Date	

No.	Description of Expense	Date	Amount (USD)	Receipt Attached (Y/N)
1				
2				
3				
Total Amount				

Claimant's Signature: <hr/> Date: <hr/>	Approver's Signature: <hr/> Date: <hr/>
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For finance use only: _____