

Sample Filled Employee Expense Claim Form

This **employee expense claim form** is designed to simplify the reimbursement process by accurately documenting all incurred business expenses. It includes fields for date, description, amount, and approval signatures to ensure transparency and accountability. Using this sample helps employees submit claims efficiently and enables faster processing by finance teams.

Employee Details

Name	Jane Doe	Employee ID	EMP12345
Department	Sales	Date Submitted	2024-05-20

Expense Details

Date	Description	Category	Amount (USD)
2024-05-10	Lunch meeting with client	Meals & Entertainment	35.50
2024-05-11	Taxi to client site	Transportation	23.00
2024-05-12	Office supplies (notepad, pens)	Office Supplies	12.75
Total			71.25

Supporting Attachments

- Receipt for lunch meeting
- Taxi receipt
- Office supply store invoice

Approval

Employee Signature:

Jane Doe
Date: 2024-05-20

Manager Approval:

John Smith
Date: 2024-05-21