

Detailed Expense Reimbursement Record Form (Nonprofit)

This **detailed expense reimbursement record form sample** is designed specifically for nonprofits to accurately track and document all reimbursable expenses. It ensures transparency and accountability by capturing essential details such as date, amount, purpose, and approval signatures. Utilizing this form helps streamline financial processes and maintain compliance with nonprofit regulations.

Employee/Volunteer Information

Name		Department	
Position/Title		Date Submitted	

Expense Details

Date of Expense	Description / Purpose	Expense Category	Amount (USD)	Receipt Attached?	Notes
		Travel ▾		[] Yes [] No	

Total Amount Requesting Reimbursement

Total Amount (USD)	
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Employee/Volunteer

Signature: _____

Date: _____

Supervisor/Manager

Approval: _____

Date: _____

Finance/Accounting

Approval: _____

Date: _____

Instructions: Attach all original receipts for each listed expense. Submit this completed form to your supervisor for approval prior to reimbursement.