

Monthly Expense Reimbursement Record Form

This **monthly expense reimbursement record form** sample is designed to help employees systematically document their expenses for easy tracking and reimbursement. It ensures accuracy and transparency by categorizing each expense with corresponding dates and amounts. Utilizing this form streamlines the approval process and maintains organized financial records.

Employee Information

Employee Name:	_____
Department:	_____
Month / Year:	_____
Manager/Supervisor:	_____

Expense Details

Date	Category	Description	Amount (USD)	Receipt Attached (Yes/No)
____ / ____ / ____	Travel	Taxi to client meeting	\$ _____	Yes / No
____ / ____ / ____	Meals	Lunch with client	\$ _____	Yes / No
____ / ____ / ____	Supplies	Office supplies	\$ _____	Yes / No

Additional Notes / Comments:

Total Amount to be Reimbursed: \$ _____

Employee Signature:

Date: ____ / ____ / ____

Manager Approval:

Date: ____ / ____ / ____