Expense Claim Form Sample Excel with Auto Calculations

The **expense claim form sample Excel** is designed to simplify financial reporting by automating calculations directly within the spreadsheet. It ensures accuracy and efficiency, reducing manual errors while saving time on processing expenses. This template is ideal for both personal and business use, streamlining the reimbursement workflow.

Sample Table Structure:

Date	Expense Type	Description	Amount
	Travel	Describe expense	
	Travel	Describe expense	
	Travel	Describe expense	
		Total	**0.00**

Instructions:

- Enter the date, select expense type, and provide a description for each expense.
- Input the amount for each item in the respective row.
- The total is calculated automatically in the spreadsheet version.

*Tip: To enable auto-calculation, use Excel's **SUM** function (e.g., `=SUM(D2:D10)`) in the "Total" cell.*

Download:

[Download the sample Excel template](#)