

Monthly Expense Claim Form (Sample)

The **monthly expense claim form sample** for staff simplifies the process of reporting and reimbursing work-related expenses. It ensures accurate tracking of costs and timely approval for budget management. Using this form helps maintain transparency and accountability in financial transactions.

Employee Details

Name		Department	
Employee ID		Month/Year	

Expense Details

Date	Description	Category	Amount (\$)	Receipt Attached
		Travel ▾		<input type="checkbox"/> Yes
		Travel ▾		<input type="checkbox"/> Yes
Total				

Declaration

I certify that the above expenses were incurred for business purposes and the information provided is accurate.

Employee Signature: _____

Date: _____

Manager Approver: _____

Date: _____