

# 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
		<div>Travel</div>		<input type="checkbox"/> Yes
		<div>Travel</div>		<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: \_\_\_\_\_