

Printable Expense Reimbursement Form Sample PDF

Download our **printable expense reimbursement form sample PDF** to streamline your reimbursement process. This easy-to-use template helps you accurately document expenses for quick approval. Save time and maintain organized records with this professional form.

Download PDF

Sample Expense Reimbursement Form

Date	Description	Account/Project	Amount	Receipt Attached
2024-06-05	Lunch meeting with client	PRJ-102	\$35.50	Yes
2024-06-06	Taxi to airport	TRAVEL-19	\$22.00	Yes
2024-06-06	Stationery purchase	OFFICE-51	\$12.75	No

Employee Details

- **Name:** _____
- **Department:** _____
- **Date Submitted:** _____

Approval

- **Approved By:** _____
- **Date:** _____
- **Signature:** _____

* Attach all relevant receipts to ensure smooth processing.