

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.

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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.