

Employee Expense Claim Form (with GST)

Use this **employee expense claim form sample** with GST to accurately document business expenses incurred by employees. It simplifies the reimbursement process by clearly itemizing costs and applicable taxes. This template ensures compliance with tax regulations and streamlines financial reporting.

Employee Information

Employee Name	<div></div>	Employee ID	<div></div>
Department	<div></div>	Date	<div>___/___/___</div>
Claim Period (From)	<div>___/___/___</div>	To	<div>___/___/___</div>

Expense Details

Date	Description	Expense Type	Supplier Name	GST Amount	Amount (Excl. GST)	Amount (Incl. GST)	Receipt Attached
<div>___/___/___</div>	<div></div>	<div>Travel</div>	<div></div>	<div></div>	<div></div>	<div></div>	<div><input type="checkbox"/> Yes</div>
<div>___/___/___</div>	<div></div>	<div>Travel</div>	<div></div>	<div></div>	<div></div>	<div></div>	<div><input type="checkbox"/> Yes</div>
TOTAL				<div></div>	<div></div>	<div></div>	

Bank Details (for reimbursement)

Account Name	<div></div>	Account Number	<div></div>
Bank Name	<div></div>	BSB / IFSC / Routing No.	<div></div>

Employee Signature

Date:

___/___/___

Manager Approval

Date:

___/___/___

Note: Attach all relevant receipts as supporting documents. Ensure GST is clearly indicated on eligible invoices and expenses.