

# 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	_____	Employee ID	_____
Department	_____	Date	____ / ____ / ____
Claim Period (From)	____ / ____ / ____	To	____ / ____ / ____

## Expense Details

Date	Description	Expense Type	Supplier Name	GST Amount	Amount (Excl. GST)	Amount (Incl. GST)	Receipt Attached
____ / ____ / _____	_____	Travel <input type="button" value="▼"/>	_____	_____	_____	_____	<input type="checkbox"/> Yes
____ / ____ / _____	_____	Travel <input type="button" value="▼"/>	_____	_____	_____	_____	<input type="checkbox"/> Yes
<b>TOTAL</b>				_____	_____	_____	

## Bank Details (for reimbursement)

Account Name	_____	Account Number	_____
Bank Name	_____	BSB / IFSC / Routing No.	_____

### Employee Signature

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

### Manager Approval

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

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