

Expense Claim Form with GST Calculation

An **expense claim form sample with GST calculation** helps employees accurately report their business expenses while including applicable GST amounts. This form ensures compliance with tax regulations and simplifies reimbursement processes. Using a standardized template enhances record-keeping efficiency and financial transparency.

Employee Details

Name:	_____
Employee ID:	_____
Department:	_____
Date:	____ / ____ / ____

Expense Details

Date	Description	Amount (Excl. GST)	GST %	GST Amount	Total Amount (Incl. GST)
05/06/2024	Office Supplies	\$100.00	10%	\$10.00	\$110.00
06/06/2024	Client Lunch	\$80.00	10%	\$8.00	\$88.00
07/06/2024	Taxi Fare	\$50.00	10%	\$5.00	\$55.00
Total		\$230.00		\$23.00	\$253.00

Bank Details for Reimbursement

Account Name:	_____
BSB/Sort Code:	_____
Account Number:	_____

Employee Declaration

I declare that the above expenses were incurred on company business and the supporting receipts are attached.

Signature: _____ Date: ____ / ____ / ____

Note: Please attach all relevant tax invoices and receipts to validate GST claims.