

# Expense Reimbursement Request Form

(For Remote Workers)

The **expense reimbursement request form** sample for remote workers ensures a streamlined process for submitting and approving work-related expenses. This form helps remote employees document costs efficiently, facilitating timely reimbursements. Using a standardized template improves accuracy and accountability in financial reporting.

**Employee Name:**

**Employee ID:**

**Department:**

**Email Address:**

**Manager Name:**

**Expense Details:**

Date	Description	Category	Amount (USD)	Receipt Attached?
<input type="text"/>	<input type="text"/>	Select <input type="button" value="▼"/>	<input type="text"/>	Yes <input type="button" value="▼"/>
<input type="text"/>	<input type="text"/>	Select <input type="button" value="▼"/>	<input type="text"/>	Yes <input type="button" value="▼"/>

**Total Amount Requested (USD):**

**Justification/Purpose:**

Explain the business purpose for the expenses

**Employee Signature:**

**Date Submitted:**

**Submit Request**

**Note:** Please attach digital copies of all receipts before submitting. Expenses without proper documentation may not be reimbursed.