

Reimbursable Expense Record Form

This **reimbursable expense record form** sample PDF provides a clear, organized template to document expenses efficiently. It streamlines the reimbursement process by capturing essential details such as date, amount, and purpose. Utilizing this form helps ensure accurate and timely expense reporting.

Date	Description / Purpose	Category	Amount (USD)	Receipt Attached	Approved By	Remarks
MM/DD/YYYY	Business Lunch with Client	Meals & Entertainment	50.00	Yes / No		
MM/DD/YYYY	Taxi Fare to Airport	Travel	35.00	Yes / No		

Instructions: Please attach all relevant receipts and submit the completed form for manager approval.

Employee Signature: _____ **Date:** _____

Manager Signature: _____ **Date:** _____