

Expense Reimbursement Form

This **simple expense reimbursement form** sample is designed specifically for small businesses to streamline the process of reimbursing employee expenses. It includes essential fields for date, expense details, amount, and approval signatures. Using this form helps maintain accurate financial records and ensures quick, organized reimbursements.

Employee Name: _____

Department: _____

Date Submitted: ____ / ____ / ____

| Date of Expense | Description of Expense | Category | Amount (\$) | Receipt Attached (Y/N) |
|-----------------|------------------------|----------|-------------|------------------------|
| | | | | |
| | | | | |
| | | | | |
| Total | | | | |

Purpose of Expense(s):

Employee Signature: _____

Date: ____ / ____ / ____

Manager Approval Signature: _____

Date: ____ / ____ / ____