

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: ____ / ____ / ____