

Expense Reimbursement Form Sample Excel with GST Calculations

Download our **Expense reimbursement form sample** in Excel, designed to simplify your accounting with automated GST calculations. This template ensures accurate tracking and quick processing of expense claims. Streamline your financial management with ease and precision.

Sample Preview

Date	Description	Expense Type	Amount (Excl. GST)	GST Rate (%)	GST Amount	Total Amount (Incl. GST)	Receipt Attached
2024-06-01	Business Lunch with Client	Meals & Entertainment	100.00	18	=D2*E2/100	=D2+F2	Yes
2024-06-03	Office Stationery	Supplies	50.00	18	=D3*E3/100	=D3+F3	Yes
2024-06-05	Taxi fare	Travel	200.00	5	=D4*E4/100	=D4+F4	No

Download Template

[Download Expense Reimbursement Form \(Excel\)](#)

Instructions

- Enter your expense details into the Excel form.
- GST calculations are automated based on the entered amount and selected GST rate.
- Attach receipts where necessary for verification.
- Submit the filled form along with receipts to your accounts department for claim processing.