

Expense Reimbursement Request Form Sample (Excel)

Use this **expense reimbursement request form sample** in Excel format to easily track and submit your business-related expenses for approval. The template streamlines the reimbursement process by organizing itemized costs, dates, and payment methods. Its user-friendly design ensures accurate and efficient documentation for financial accountability.

Expense Reimbursement Request Form

Date	Description	Category	Amount	Payment Method	Receipt Attached	Notes
2024-03-01	Client Lunch	Meals & Entertainment	\$54.89	Credit Card	Yes	N/A
2024-03-03	Ride to Airport	Transportation	\$32.50	Cash	Yes	Uber, Trip #3654
2024-03-05	Hotel Stay	Lodging	\$312.00	Company Card	Yes	2 nights
Total		\$399.39				

Employee Information

Name	Jane Doe
Department	Marketing
Date Submitted	2024-03-07
Manager Approval	_____

To download this form as an Excel template, [click here](#).