

Employee Petty Cash Expense Claim Form

This **Employee petty cash expense claim form** sample provides a clear and concise method for employees to request reimbursement for small work-related expenses. It ensures all necessary details are documented for accurate financial tracking and accountability. Using this form streamlines the approval process and maintains transparent records.

Employee Name:

Department:

Date of Claim:

Purpose of Expense:

Date of Expense	Description	Amount (USD)	Receipt Attached
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Total Amount Claimed (USD):

Employee Signature:

Type or sign

Manager Approval:

Manager's name/signature

Date of Approval: