

Employee Expense Reimbursement Request Form

This **employee expense reimbursement request form sample** streamlines the process of claiming work-related expenses, ensuring accuracy and accountability. It includes fields for itemized expenses, dates, and approval signatures, facilitating efficient processing. Using this form helps organizations maintain transparent financial records and timely reimbursements.

Employee Information

Employee Name		Employee ID	
Department		Date of Request	

Expense Details

Date of Expense	Description	Expense Category	Amount (USD)	Receipt Attached
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
Total Amount:				

Expense Justification

Please provide a brief explanation for the business purpose of the above expenses:

Signatures & Approval

Employee Signature:

Manager/Supervisor Approval:

Date: _____

Date: _____

Please attach all supporting receipts and documentation to this form before submitting to the finance department.