

Expense Claim Form - Remote Work Expenses

Use this **expense claim form** sample to accurately document and request reimbursements for remote work expenses. It ensures all necessary details are captured for efficient processing and approval. Streamline your remote work reimbursement with this easy-to-use template.

Employee Name:

Employee ID:

Department:

Manager Name:

Expense Period:

 MM/DD/YYYY - MM/DD/YYYY

Date	Expense Type	Description	Amount (USD)	Receipt Attached?
<input type="text"/>	Internet <input type="button" value="▼"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Yes <input type="button" value="▼"/>
<input type="text"/>	Internet <input type="button" value="▼"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Yes <input type="button" value="▼"/>

Total Amount Claimed (USD):

Justification / Notes:

Employee Certification:

I certify that the above expenses were incurred for the purpose of business activities while working remotely and that the information provided is true and complete to the best of my knowledge.

Employee Signature:

Date:

Manager Approval:

Manager Name:

Manager Signature:

Date of Approval: