

Office Expense Reimbursement Form

Use this **office expense reimbursement form sample** to streamline the process of submitting and approving business-related expenses. The form ensures accurate tracking and timely reimbursement for office supplies, travel, and other work-related costs. Simplify expense management with a clear, organized template designed for efficiency.

Employee Name:

Department:

Date Submitted:

Date	Description of Expense	Category	Amount (\$)	Re/Att
<input type="text"/>	<input type="text"/>	Office Supplies <input type="button" value="▼"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	Office Supplies <input type="button" value="▼"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	Office Supplies <input type="button" value="▼"/>	<input type="text"/>	
Total:			<input type="text"/>	

Notes / Comments:

Employee Signature: _____ **Date:** _____

Manager Approval: _____ **Date:** _____