

Expense reimbursement form

List the expenses, use one currency and attach supporting receipts. Send the form through your organisation's expense process.

1. Claim details

Name / team	Claim reference (optional)
Claim period / date submitted	Currency (use one per form)

2. Expenses

Date	Description / business purpose	Receipt ref.	Amount

3. Claim total and supporting notes

Additional notes / missing receipt explanation (if needed)
--

Total claimed	Receipts attached (number)
---------------	----------------------------

4. Approval

Approver name	Decision: Approved / Returned
Approval signature / date	Amount approved