

Expense reimbursement form

Receipts in, clear totals out. Give employees a simple way to list expenses and reviewers a place to record the approved reimbursement.

Business / team

Pay period / reporting period

Employee / prepared by

Reviewer / date

Date	Business purpose	Receipt ref.	Claimed	Approved

Reporting currency

Approved total

Payment reference

Totals the amounts entered. It does not calculate mileage rates, foreign exchange, input tax credits or determine whether a reimbursement is taxable.