

Expense Reimbursement

Employee Name:
ID:

Expense Period

From:
To:

Manager Name:
Department:

Business Purpose:

Itemized Expenses

DATE	DESCRIPTION	CATEGORY	COST

SUBTOTAL \$ -

Less Cash Advance

TOTAL REIMBURSEMENT \$ -

Note: Mileage reimbursement for personal car = \$0.XX/mile

Don't forget to attach receipts!

Employee Signature Date

Approval Signature Date

[illegible]

← Edit this list to change what shows up in the drop-down list for the Category column

Expense Reimbursement Form



By Vertex42.com

<https://www.vertex42.com/ExcelTemplates/reimbursement-form.html>

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