



Employee name: _____ Date: _____

Category (e.g. travel costs): _____

(Note: please use a separate form for multiple categories)

Itemised expenses:

Date	Description	Cost (before tax)	Item tax	Quantity

Subtotal	
Tax	
TOTAL	

Details:

Employee signature: _____

OFFICE USE:

Approved: Yes No

Remarks:

Manager's signature: _____

Streamline your processes

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