**Employee Information**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name: | |  | | | | |
| Employee ID: |  | | Department/Team: |  | Date of Request: |  |

**Expense Details**

|  |  |  |  |
| --- | --- | --- | --- |
| Expense Type: | ☐ Travel | ☐ Accommodation | ☐ Meals |
| ☐ Office Supplies | ☐ Training/Conference | ☐ Other: |
| Expense Description: |  | | |
| Justification for Expense: |  | | |
| Date(s) of Expense: |  | Amount Requested: | $[amount] |

**Travel Details (if applicable)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Destination: |  | | Purpose of Travel: | |  | |
| Mode of Transportation: | ☐ Air | ☐ Train | | ☐ Car | | ☐ Other: |
| Accommodation Details: |  | | Estimated Travel Cost: | | $[amount] | |

**Itemized List of Expenses**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Description** | **Amount ($)** | **Date** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Total Amount: | | | $[XX] |

**Budget Information**

|  |  |  |  |
| --- | --- | --- | --- |
| Budget Code/Account Number: |  | Approval Manager/Department Head: |  |

**Supporting Documentation**

|  |  |  |
| --- | --- | --- |
| Receipts Attached: | ☐ Yes | ☐ No |
| Additional Documents Attached: | ☐ Yes | ☐ No |
| Description of Attached Documents: |  | |

**Approval Section**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Requested By: | | | | |
| Name: | |  | | |
| Signature**:** | Signature | | **Date:** | (DD/MM/YYYY) |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Approved By: | | | | |
| Name: | |  | | |
| Signature**:** | Signature | | **Date:** | (DD/MM/YYYY) |

**Finance Department Use Only:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Processed By: | | | | |
| Name: | |  | | |
| Signature**:** | Signature | | **Date:** | (DD/MM/YYYY) |

|  |  |  |  |
| --- | --- | --- | --- |
| Payment Method: | ☐ Check | ☐ Direct Deposit | ☐ Other: |
| Payment Date: |  |  |  |

Instructions:

1. Complete all sections of the form.
2. Attach all relevant receipts and supporting documentation.
3. Submit the form to your department head or finance department for approval.
4. Keep a copy of the form and all attachments for your records.