

Expense Reimbursement Report Template

All questions are optional. Follow each question's directions.
Write your answers to the open questions in the space provided.

Record one expense you want the organization to review. Every field is optional in this example, but missing details may require follow-up. Use the assigned internal claimant reference. Do not include bank or card numbers, tax identifiers, credentials or receipt contents. Submit supporting documents only through the organization's separately provided process.

1. What internal claimant reference should the reviewer use to match this request?

2. On what date was the expense incurred? Use YYYY-MM-DD.

3. What was purchased, and what was its business purpose? Do not include sensitive client details.

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4. What amount are you asking the organization to review? Enter the amount in the original currency; state any partial claim clearly.

5. What is the original currency? Use its three-letter code, such as USD or EUR.

6. What is the status of the supporting receipt?

- ☐ Submitted through the approved channel
- ☐ Available but not yet submitted
- ☐ Not available
- ☐ Not sure what documentation is needed

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7. What clarification should the reviewer know, if any? Leave out payment-account details.
