Employee expense claim

Internal reimbursement request — United Kingdom

List only genuine business expenses and provide the evidence required by your employer. This form is not a VAT invoice.

I confirm that the expenses listed were incurred for the business purpose stated and have not already been reimbursed.

Employee name *

Employee or payroll number

Department / approving manager

Claim period

Expense 1 — date, category, business purpose, amount and currency *

Expense 2 — date, category, business purpose, amount and currency

Expense 3 — date, category, business purpose, amount and currency

Expense 4 — date, category, business purpose, amount and currency

Total claimed and currency *

Employee expense claim

Receipts / evidence supplied

Payment reference or details required by employer

Place and date *

Claimant signature