

EXPENSE REIMBURSEMENT CLAIM



EMPLOYEE DETAILS

SURNAME:		GIVEN NAMES	
POSITION:			
MANAGER:			

DECLARATION

"I declare that the purchase of the following items or services were provided by myself on behalf of my employer during the period stated, whilst earning my assessable income, as per the items listed in the table below."

PURCHASE DATE	DESCRIPTION	CLAIM VALUE
		\$
		\$
		\$
		\$
		\$
	TOTAL (inc.GST)	\$

I have attached a Tax Invoice/s or receipts for proof of purchase to substantiate the declaration.

COMMENTS

SIGNED BY EMPLOYEE MAKING DECLARATION

NAME:		SIGNATURE:		DATE:	
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OFFICE USE ONLY

- Total Claim Approved
- Part Claim Approved \$
- Claim Not Approved

COMMENTS

APPROVED/PROCESSED BY:

FULL NAME		POSITION	
SIGNATURE		DATE	

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