[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

Accounting firm expense claim form

Staff expenses - claimed with receipts, approved before payment.

Claim details

Name: _____

Department: _____

Period: _____

Approved by: _____

Expenses

Date	Description	Amount	Receipt attached
[date]	[description]	[£]	[Y/N]

Sign-off

Claimant: _____ **Approver:** _____ **Date:** _____