

Expense Report

BLANK TEMPLATE | Currency: INR

Employee / claimant	_____
Report reference	_____
Period	_____
Work purpose	_____
Employer / client	_____
Currency	_____
Policy / approval reference	_____
Payment / settlement reference	_____

[illegible]

Subtotal	INR _____
Advance received (deduct)	INR _____
Requested balance	INR _____

Negative expense amounts represent recorded refunds. Check the original supporting record.

Requested balance is not approval or proof of reimbursement.

Use MISSING in the receipt-reference column for absent evidence; explain the gap and request employer review.