

Expense reimbursement claim

BLANK TEMPLATE | Currency: INR

Claimant	_____
Report reference	_____
Work purpose	_____
Expense period	_____
Requested balance	_____
Attached records	_____
Policy / approval / evidence gap	_____
Employer review	_____

[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.