

Expense reimbursement claim

ILLUSTRATIVE EXAMPLE - fictional details | Currency: INR

Claimant	Sample Employee
Report reference	EXP-EX-035
Work purpose	Client-site visit
Expense period	12 September 2026
Requested balance	INR 1,420.00
Attached records	EX-CAB01; EX-HOTEL01; EX-REF01; meal receipt MISSING
Policy / approval / evidence gap	EX-APR-035; meal receipt missing — employer review requested
Employer review	Approved / queried / rejected: complete through employer process

Date	Category	Business purpose	Receipt reference / MISSING	Amount (INR)
12 Sep 2026	Travel	Client-site visit	EX-CAB01	180.00
12 Sep 2026	Meals	Work visit meal	MISSING — explain and request review	240.00
12 Sep 2026	Stay	One-night accommodation	EX-HOTEL01	1,600.00
12 Sep 2026	Refund	Cancelled booking refund	EX-REF01	-100.00

Subtotal INR 1,920.00

Advance received (deduct) INR 500.00

Requested balance INR 1,420.00

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

Requested balance is not approval or proof of reimbursement.