

Expense Report

ILLUSTRATIVE EXAMPLE - fictional details | Currency: INR

Employee / claimant	Sample Employee
Report reference	EXP-EX-035
Period	12 September 2026
Work purpose	Client-site visit
Employer / client	Example Office
Currency	INR only; no currency conversion
Policy / approval reference	Example travel policy / manager approval EX-APR-035
Payment / settlement reference	Complete after actual settlement

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.

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