

## Employee Expense Reimbursement Form

Complete the first half of this form before making any business-related purchases using personal methods of payment. This form may be submitted to your manager or a human resources representative for approval.

<b>Name</b>			
<b>Job title &amp; department</b>			
<b>Manager</b>			
Expected Purchase Date	Item	Description	Amount
<b>TOTAL</b>			\$            -

Your request has been:

Approved

Denied

Explanation

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Manager signature Date signed

HR signature Date signed

**EMPLOYEE REIMBURSEMENT TEMPLATE | 1** May 2021

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