

## Expense Reimbursement Form

Enables employees to submit business expenses for reimbursement.

### 01 Employee Information

Employee Name

Employee ID

Department

Submission Date

### 02 Expense Item 1

Expense Date

Category

Description

Amount

Currency

Receipt Attached?

### 03 Expense Item 2 (Optional)

Expense Date

Category

Description

Amount

### 04 Payment & Totals

Total Reimbursement Amount

Payment Method

Use Bank Account on File?

Additional Notes

### 05 Approval

Approved By

Approval Date

### Declaration & Consent

I certify that the expenses listed above were incurred for legitimate business purposes and that supporting receipts are attached where applicable. I understand that false claims may result in disciplinary action. Reimbursements will be processed in accordance with company expense policy. All data will be handled in accordance with Humii's Privacy Policy.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date (DD/MM/YYYY)

\_\_\_\_\_  
Full Name (Print)

\_\_\_\_\_  
Designation