

# Expense Reimbursement Form

Employee expense claim with category, VAT and manager approval.

## How to use

1. Fill in your employee details in the blue section on the left.
2. Enter the claim reference number and purpose of expenses on the right.
3. For each expense, enter the date, description and select a category from the dropdown.
4. Enter the net amount. VAT at 20% and the total calculate automatically.
5. Tick whether you have a receipt for each item.
6. Total Expenses, Total VAT and Total Claim sum automatically at the bottom.
7. Get your manager to sign the approval section before submitting.

## Clearing the sample data

The blue cells contain example data. Select them and press Delete to start your own. The white, calculated cells look after themselves.

## Removing the footer credit

A small OpenSheets credit prints in the page footer. You are welcome to keep it or remove it from Page Layout, Page Setup, Header/Footer.

## Notes

Blue cells are your inputs. Calculated cells and totals update automatically. Do not type over them. The sheet is protected so only the blue cells can be edited.

Free template from

[OpenSheets.co.uk](https://www.opensheets.co.uk)

Professional spreadsheet templates for UK small businesses.

Going digital for Making Tax Digital?

[aligned.tax](https://www.aligned.tax)

MTD for Income Tax bridging and compliance for sole traders and landlords.

# Expense Reimbursement Form

Example Trading Ltd

Add your logo here

## EMPLOYEE

Rachel Green	
Employee No	EMP-0017
Department	Operations
Manager	David Chen
Cost centre	OPS-001

## CLAIM DETAILS

Ref No	EXP-2026-041
Date submitted	25/06/2026
Purpose	
Payment method	BACS

REF NO	DATE SUBMITTED	DEPARTMENT	TOTAL CLAIM
<b>EXP-2026-041</b>	<b>25/06/2026</b>	<b>Operations</b>	<b>£353.03</b>

Date	Description	Category	Amount £	VAT £	Total £	Receipt?
16/06/2026	Train to Birmingham - client	Travel	£87.50	£17.50	£105.00	Yes
16/06/2026	Lunch with client	Meals	£34.20	£6.84	£41.04	Yes
17/06/2026	Hotel - overnight stay	Accommodation	£129.00	£25.80	£154.80	Yes
17/06/2026	Taxi to conference centre	Travel	£18.50	£3.70	£22.20	No
18/06/2026	Printer cartridges for office	Stationery	£24.99	£5.00	£29.99	Yes

**Total Expenses**      **£294.19**  
Total VAT      £58.84  
**TOTAL CLAIM**      **£353.03**

## Notes

Manager approval: \_\_\_\_\_

Example Trading Ltd

8 Enterprise Way, Birmingham, B1 1AA

Tel: 0121 234 5678 | accounts@example.co.uk | VAT: 456 7891 23