infinity
martial arts

EMPLOYEE REIMBURSEMENT RECORD

Employee Name ....

Start Date .... End Date: ....

#	Date	Description (What was the expense?)	Amount (incl. GST)
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
		Total	

Please scan or take photos of all receipts and email the completed claim to your manager and the bookkeeper.