EXPENSE CLAIM

Claim number

EMPLOYEE
EMPLOYEE NAME

DEPARTMENT
DEPARTMENT

PERIOD
PERIOD

PAID BY
HOW THE EMPLOYEE PAID

Date	Merchant	Purpose	Amount incl. VAT	VAT	Receipt

Total to reimburse (AED)

VAT shown on receipts (AED)

VAT recoverable (excl. entertainment) (AED)

- [ ] All receipts attached and readable
- [ ] Each receipt shows the supplier TRN where VAT is claimed
- [ ] No personal items included

Employee

Approved by

Paid on

Fill in the blanks, delete what does not apply. Not legal or tax advice: check current FTA / MoHRE rules.