

Remote Employee Home Office Expense Form

Please complete this printable form to claim reimbursement for home office-related expenses. Once filled, print the form, sign it, and submit it to your manager along with all supporting receipts.

1. Employee Information

Employee Full Name:

Employee ID:

Job Title:

Department:

Email Address:

2. Expense Claim Period

Period Start Date (YYYY-MM-DD):

Period End Date (YYYY-MM-DD):

3. Itemized Expenses

List all home office expenses below. Categories may include Internet, Phone, Stationery, Furniture, Computer Equipment, or Utilities.

Date (YYYY-MM-DD)	Expense Category	Description / Business Purpose	Amount (USD)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Reimbursement Claimed:			<input type="text"/>

4. Employee Declaration

I hereby certify that the expenses listed above are accurate, were incurred solely for official business purposes while working from my home office, and are compliant with company policy.

Employee Signature: Date:

5. Approval

Manager Name:

Manager Signature: Date: