CRM MAINTENANCE & SUPPORT

Expense Report & Claim Template

Document Ref:

Company Name		**Date of Request**	
Department / Cost Center		**Report Period**	
CRM Software Name		**Prepared By**	
Vendor Name		**Approved By**	

Date	Expense Category	Description / Justification	Invoice / Ref No.	Amount

Subtotal	
Tax / VAT	
Total Expense	

Employee Signature Date

Manager Approval Signature Date