

BOOK & SUBSCRIPTION REIMBURSEMENT

Office Books & Professional Publications



Form Ref: EXP-BKP-01

Submission Guidelines:

- Please attach itemized receipts or proof of purchase/subscription activation.
- All items must be directly related to professional development or company operations.
- Prior managerial approval is required for individual purchases exceeding set limits.

EMPLOYEE INFORMATION

Employee Name

Employee ID

Department

Job Title

Manager Name

Date of Request

EXPENSE DETAILS

Purchase Date	Type	Title / Publication Name	Business Purpose / Project	Amount
	▼			
	▼			
	▼			
	▼			
Total Reimbursement Claimed:				

Employee Signature

Date

Manager Approval Signature

Date

Finance / HR Authorization Signature

Date