Expense & Petty Cash Claim

Form Code	Revision	Effective	Owner
MAG/HR/F-04	Rev 00	June 2026	HR Department

For reimbursement of approved work-related expenses. Attach all original receipts; finance records the entry in Zoho.

Company: ☐ Marvellous Art (Fit-Out) ☐ M.A Building Contracting ☐ M.A Building Maintenance

Claimant Name		**Employee ID**	
Department		**Project / Cost Centre**	
Date		**Currency**	

Date	Description	Category	Receipt #	Amount (AED)

Total Claimed (AED): ________________ **Advance Held:** ________________ **Net Payable:** ________________

Payment Method: ☐ Cash ☐ Bank Transfer ☐ Adjust vs Advance

Note: Receipts must be attached for every line. Items ordered in error or in excess of requirement are not reimbursed and are treated per the HR Policy on company assets.

Claimed By	Approved By	Finance (Zoho Ref.)
Name: Date:	Name: Date:	Name: Date: