



Expense Claim Form - Personal Expenses

NAME: _____ PERIOD: _____

	Date	Expense description	Expense currency	Expense amount
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Please report all expenses in the currency they were incurred. Sigma will convert and reimburse at the official Swiss exchange rate.

Please keep a copy of all relevant receipts in case of audit.

Claim date: _____ Employee signature: _____

Please e-mail to clientservice@sigma-cs.com