

Form: Example Application

Do you know ...

Our **custom expense tracking forms** allow companies to monitor transactions?

- Employees can submit expenses after making a business purchase.
- Managers can approve submitted expenses in a Form Workflow or receive alerts of high expense submissions.
- Photos of receipts can be attached for enhanced recordkeeping.

These forms **instill greater employee accountability** and **improve the accuracy and speed of data submission.**

Expense Form

Expense Details:

•Expense Type
Meals - Self

•Expense Amount
\$52.43

Comments
dinner at corporate event

•Business or Personal?
 Business
 Personal

Photo of receipt

Employee Signature
John Smith