



Excel Templates Guides, Description,
Download and installation.

[Basic Employee Expense Register](#)

Expense Claim Form : Employee Name	Claim Date: 19/04/21
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Project Name:	Azure Migration
Client Name:	Azzus Holdings
Expense Claimed by:	Employee Name

Destination:	Sydney
Departure Date:	13/04/2021
Return Date:	18/04/2021

ID	Date	Name of Provider	Flight	Accommodation	Meals	Car Hire	Taxi/Uber	General Expense	Total
EX01	21/03/2021	TAA (Flight pre paid)	\$ 301.45						\$ 301.45
EX02	13/04/2021	Delaware North Retail (Airport)			\$ 21.70				\$ 21.70
EX03	16/04/2021	Uber					\$ 11.22		\$ 11.22
EX04	16/04/2021	Uber					\$ 17.36		\$ 17.36
EX05									\$ -
EX06									\$ -
EX07									\$ -
EX08									\$ -
EX09									\$ -
EX10									\$ -
EX11									\$ -
EX12									\$ -
EX13									\$ -
EX14									\$ -
EX15									\$ -
EX16									\$ -
EX17									\$ -
EX18									\$ -
EX19									\$ -
EX20									\$ -
EX21									\$ -
EX22									\$ -
EX23									\$ -
EX24									\$ -
EX25									\$ -
Total			\$ 301.45	\$ -	\$ 21.70	\$ -	\$ 28.58	\$ -	\$ 351.73

Description

The Employee Expense Reports is typically used by employees of the company to report various business expenses incurred by them out of their pockets. So basically, an Expense Report is a form through which the employees request reimbursement of all the business expenses incurred by them on behalf of the company.

How to Use

ID

Give each Expense a unique ID so that it can be tracked easily

Date

This is the date that the expense was incurred by the employee.

Name of Provider

This is the name of the Vendor with whom the transaction (expense) was made with.

Flight

Use this column to enter cost details of any Flights taken.

Accommodation

Use this column to enter cost details of any Accommodation.

Meals

Use this column to enter cost details of any Meals.

Car Hire

Use this column to enter cost details of any Car Hire.

Taxi/Uber

Use this column to enter cost details of any Taxi or Uber rides.

General Expenses

Use this column to enter cost details of any expenses that do not fall under the other headings. E.g. Purchase of headphones for Teams calls

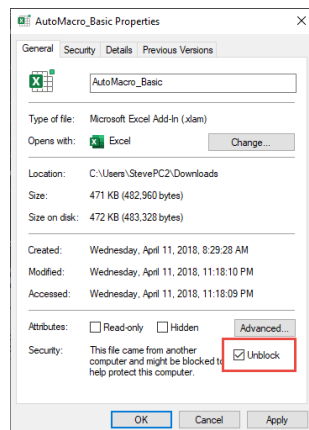
How to install the Excel .xlam file (Add-in)

1. Save Add-in to Computer

- a. Make sure to download and save the add-in (.XLAM file) to your computer.
Pick a folder that's easy to find (E.g., My Documents\PMOdocs\xlam files)

2. Unblock the File

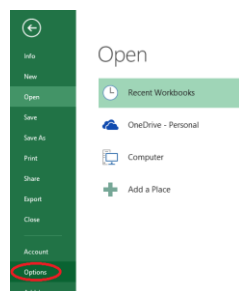
- a. After saving the file, locate the file in the Windows Explorer.
- b. Right-click the file and select Properties.
- c. Make sure the Unblock box is checked near the bottom of General Tab.



d.

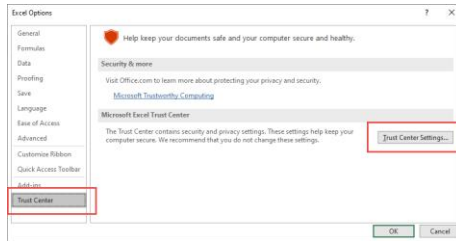
3. This step is optional as the issue has been resolved in recent updates.

- a. Trust the File Location
- b. In July 2016, Microsoft added a security update that requires you to add the .XLAM file location as a Trusted Location in order for the add-in to work.
- c. Go to File > Options > Trust Centre > Trust Centre Settings... > Trusted Locations > Add New Location



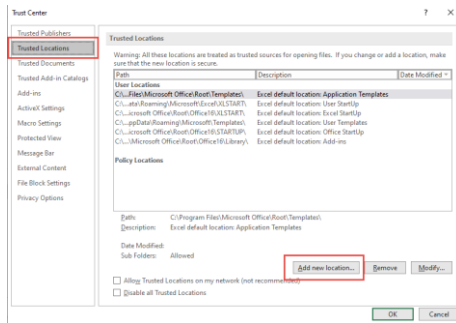
d.

e. Trust Center > Trust Center Settings



f.

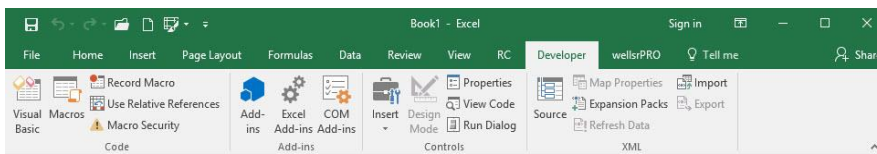
g. Trusted Locations > Add New Location



h.

i. Add New Location: Browse to the file location containing your add-in (or you can move your add-in file to one of the existing Trusted Locations)

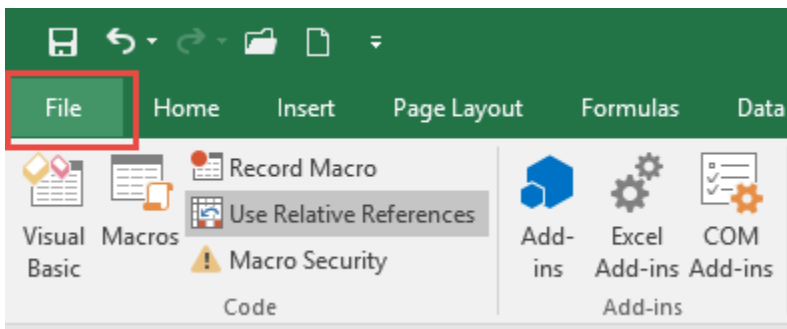
4. Make Sure the Developer Tab is Visible



5.

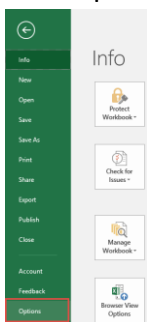
a. If you don't see the Developer tab then follow these instructions: Add Developer Ribbon.

6. Click File as shown below



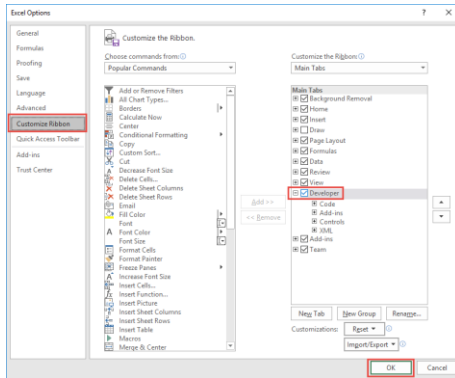
7.

8. Click Options



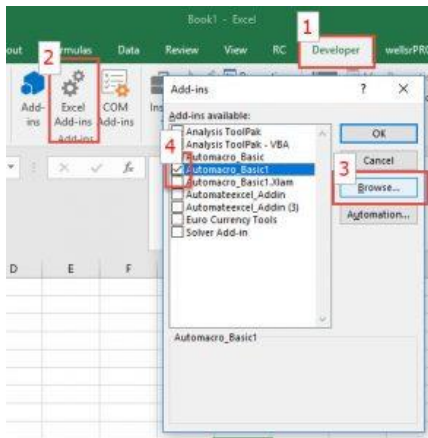
9.

10. In the left-hand pane, click Customise Ribbon.



- 11.
12. Click the developer check box and click ok at the bottom.
13. Once you have the Developer Tab appearing on the ribbon
14. Browse to File.

- a. Go to Developer > Excel Add-ins > Select Browse and navigate to your file (E.g., My Documents\PMOdocs\xlam files)
- b. Once your file appears inside the Add-in Box, ensure you enable the check box per picture below.



- 15.
16. Make sure the add-in has a check mark next to it and click OK.
17. Your add-in is now installed! And the customised tab will now appear on the Ribbon.

