

Documents required for expense verification:

Expense document / type	Required claim documents
Tax invoice	Full page of the tax invoice showing: • Vendor company's name • Applicant company's name • Purchase item details • Invoice date and amount
Bank/ transaction advice	Full page bank/transaction advice showing: • Account holder's name and number • Beneficiary's name, account number, UEN • Relevant transaction date, status, and amount Document must be exported from desktop internet banking and submitted in unedited form. There should not be any masking, cropping or folding.
Bank statement	Full page of the bank statement showing: • Account holder's name • Payee's name • Relevant payment date and amount Document must be exported from desktop internet banking and submitted in unedited form. There should not be any masking, cropping or folding.
Receipt	Official receipt issued by vendor for payment of the expense and reflecting the payment date and amount.
Credit card statement (if applicable)	Full page of credit card statement showing: • Account holder's name • Payee's name • Relevant payment date and amount
Purchase order or signed acceptance of quotation/ contract (if applicable)	Full page of purchase order or signed quotation/contract showing: • Customer name • Vendor's name • Quoted amount

Cheque <i>(if applicable)</i>	Clear image of cheque showing: • Cheque issue date and amount • Cheque number • Beneficiary's name Document must be submitted in unedited form. There should not be any masking, cropping or folding.
Salary <i>(if applicable)</i>	• Employment contract • Payslip for each month of salary being claimed • CPF statements (for Singaporean and PR) • Bank statements reflecting each month of salary paid
Rental <i>(if applicable)</i>	• Rental agreement • Payment receipt for each month of rental being claimed • Bank statements reflecting each month of rental paid