

Expense Authorization Form

This **expense authorization form sample** streamlines employee reimbursement by clearly documenting approved expenses. It ensures accountability and accuracy in processing claims, helping organizations maintain budget control. Employees can easily submit expenses with proper authorization, promoting efficient financial management.

Employee Information

Employee Name	
Employee ID	
Department	
Date of Submission	

Expense Details

Date	Description	Expense Category	Amount	Receipt Attached
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
Total Amount:				

Purpose of Expense

Authorization

Employee Signature: _____

Date: _____

Approver Name: _____

Approver Signature: _____

Date: _____