

# Expense Authorization Form

Use this **expense authorization form** sample to streamline approval processes and ensure accurate financial tracking. It includes a detailed VAT breakdown for transparent tax documentation and compliance. Simplify expense management with this clear and organized template.

## Employee Information

Employee Name		Department	
Employee ID		Date	____/____/____

## Expense Details

Description	Date	Amount (Excl. VAT)	VAT Rate (%)	VAT Amount	Total (Incl. VAT)
Hotel Accommodation	05/06/2024	â,¬150.00	21	â,¬31.50	â,¬181.50
Travel (Train)	06/06/2024	â,¬40.00	6	â,¬2.40	â,¬42.40
Meals	06/06/2024	â,¬30.00	9	â,¬2.70	â,¬32.70
Total		â,¬220.00		â,¬36.60	â,¬256.60

## VAT Breakdown Summary

VAT Rate	Net Amount	VAT Amount	Gross Total
21%	â,¬150.00	â,¬31.50	â,¬181.50
9%	â,¬30.00	â,¬2.70	â,¬32.70
6%	â,¬40.00	â,¬2.40	â,¬42.40
Total	â,¬220.00	â,¬36.60	â,¬256.60

## Authorization

Requested By (Signature & Date)		Approved By (Signature & Date)	
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For internal use only. Attach all supporting documents (receipts/invoices) for verification.  
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