

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	£150.00	21	£31.50	£181.50
Travel (Train)	06/06/2024	£40.00	6	£2.40	£42.40
Meals	06/06/2024	£30.00	9	£2.70	£32.70
Total		£220.00		£36.60	£256.60

VAT Breakdown Summary

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