

# Expense Authorization Form Sample

The **expense authorization form sample** includes detailed itemized expense entries to ensure clarity and accountability. This form facilitates streamlined approval processes by documenting each cost clearly. It is essential for accurate financial tracking and budget management.

## Employee/Requester Information

Name	_____	Department	_____
Employee ID	_____	Date	_____/_____/_____

## Expense Details (Itemized)

Date	Description	Expense Type	Amount (USD)	Project/Client Code	Receipt Attached
_____/_____/_____	Hotel accommodation	Travel	_____.____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____/_____/_____	Business lunch	Meals	_____.____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____/_____/_____	Transportation (Taxi)	Travel	_____.____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Total</b>			_____.____		

## Purpose of Expense

\_\_\_\_\_

## Advance Requested

Yes  No Amount: \$\_\_\_\_\_ Date Needed: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

## Authorization

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Manager Approval: \_\_\_\_\_ Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Finance Approval: \_\_\_\_\_ Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_