

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
Total			____.____		

Purpose of Expense

Advance Requested

☐ Yes ☐ No Amount: \$ _____ Date Needed: ____/____/____

Authorization

Employee Signature: _____	Date: _____
Manager Approval: _____	Date: _____
Finance Approval: _____	Date: _____