

Expense Authorization Form

An **expense authorization form sample** with a pre-approval workflow streamlines the process of approving expenditures before they occur. This template ensures that all expenses are reviewed and authorized efficiently, reducing delays and preventing unauthorized spending. It enhances financial control and accountability within organizations.

Employee Information

Name		Department	
Employee ID		Date Submitted	

Expense Details

Expense Type	Description	Date of Expense	Amount

Pre-Approval Workflow

Step 1: Employee Submission Employee completes and submits the form to their direct supervisor.
Step 2: Supervisor Review Supervisor reviews the details for accuracy and necessity, then forwards to department head if approved.
Step 3: Department Head Approval Department head verifies budget allocation and authorizes the expense if satisfactory.
Step 4: Finance Pre-Approval Finance department confirms budget availability and compliance with policy.

Approval Signatures

Prepared by	Date	Supervisor	Date	Department Head	Date	Finance Pre-Approval	Date

Notes / Special Instructions