

Expense Authorization Form

(Project-Related Expenses)



Project Name:

Project Manager:

Department:

Expense Date:

Expense Details:

Description	Category	Amount (USD)	Justification
<input type="text"/>	Select 	<input type="text"/>	<input type="text"/>
<input type="text"/>	Select 	<input type="text"/>	<input type="text"/>

Total Amount Requested (USD):

Purpose/Business Justification:

Supporting Documents Attached:

Requested By:

Date:

Approved By:

Approval Date:

Submit for Authorization

Note: All expenses are subject to review in accordance with project budget policies. Incomplete forms or missing documentation may result in delays to authorization.