

Expense Authorization Form

An **expense authorization form** sample for small business use simplifies the process of approving and tracking business expenses efficiently. This form ensures that all expenditures are documented and authorized before payment, helping to maintain financial control. Small businesses benefit from using a standardized template to streamline expense management and reduce errors.

Employee Information

Employee Name	<input type="text"/>
Department	<input type="text"/>
Date of Request	<input type="text"/>

Expense Details

Date	Description	Expense Type	Vendor	Amount (\$)
<input type="text"/>				
<input type="text"/>				
Total Amount (\$):				<input type="text"/>

Reason for Expense

<input type="text"/>

Requested By (Signature)	Date	Approved By (Signature)	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Submit for Authorization