

# Expense Authorization Form

## Training & Conference

Date: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Department: \_\_\_\_\_

Conference/Training Title: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_

Location: \_\_\_\_\_

### Estimated Expense Breakdown:

Expense Item	Description	Estimated Amount
Registration Fee		\$ _____
Transportation	Airfare, mileage, taxi, etc.	\$ _____
Lodging	Hotel, accommodation	\$ _____
Meals		\$ _____
Other (specify):		\$ _____
Total Estimated Cost:		\$ _____

### Justification & Benefit to Organization:

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### Approvals

\_\_\_\_\_  
*Employee Signature & Date*

\_\_\_\_\_  
*Supervisor/Manager Signature & Date*

\_\_\_\_\_  
*Finance/Budget Approval & Date*

**Note:** Attach conference/training brochure and any supporting documentation. Retain a copy for your records. Use this form to ensure transparent documentation of all anticipated expenses related to training or conference attendance.