

Expense Authorization Form

An **expense authorization form sample** with multiple approvers streamlines the approval process by allowing various stakeholders to review and authorize expenses efficiently. This form ensures transparency and accountability by clearly documenting each approver's consent. It is essential for organizations to manage and track expenditures systematically.

Employee Information

Name		Employee ID	
Department		Date Submitted	

Expense Details

Description of Expense	Date Incurred	Amount	Category	Comments
Total Amount:				

Purpose of Expense

Supporting Documents

Receipts attached
 Other documents attached

Approval Signatures

Approver Role	Name	Signature	Date	Comments
Direct Supervisor				
Department Head				
Finance Officer				

For Finance Department Use Only

Processed By	Date
Expense Code	Payment Reference

Please ensure all sections are completed and supporting documents are attached before submitting for approval.