

# 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.