

Expense Authorization Form

For Grant-Funded Expenditures

This expense authorization form sample streamlines approval for grant-funded expenditures, ensuring transparent and compliant spending. It helps organizations document necessary expenses efficiently, adhering to grant guidelines and reporting requirements. Using this form minimizes errors and facilitates smooth financial management for grant projects.

Project & Grant Information

Project Title	_____
Grant Number	_____
Principal Investigator / Project Manager	_____
Department	_____
Date of Request	____ / ____ / ____

Expense Details

Expense Description	Amount	Purpose/Justification	Grant Budget Category
_____	\$ _____	_____	_____
_____	\$ _____	_____	_____
Total	\$ _____	_____	_____

Authorization & Approval

Name	Title/Role	Signature	Date
_____	Requestor	_____	____ / ____ / ____
_____	Supervisor / PI	_____	____ / ____ / ____
_____	Grant/Finance Officer	_____	____ / ____ / ____

Checklist (please confirm):

- Expense is allowable under the grant
- Expense is within approved budget
- All back-up documentation attached
- Complies with organizational and grantor requirements

For internal grant management use only. Retain for audit and reporting purposes.