

# Managerial Expense Approval Authorization

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

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

Requested By: \_\_\_\_\_

Designation: \_\_\_\_\_

## Expense Details

Expense Type \_\_\_\_\_

Description \_\_\_\_\_  
\_\_\_\_\_

Amount (Currency) \_\_\_\_\_

Date of Expense \_\_\_\_\_

Supporting Documents  Attached  Not Attached

## Approval Routing

Recommended By Name: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

Approved By (Manager) Name: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

Remarks (if any) \_\_\_\_\_  
\_\_\_\_\_

## Important Notes

- All expenses must comply with the company's expense policy and limits.
- Supporting documents (invoices, receipts) must be attached for verification.
- Incomplete forms or lack of proper authorization may result in rejection or delay.
- Managerial approval is mandatory before incurring expenses above departmental limits.
- Retain a copy of this document for audit and compliance purposes.