

Managerial Expense Approval Authorization

Request Date:	<div></div>
Department:	<div></div>
Requested By:	<div></div>
Designation:	<div></div>

Expense Details

Expense Type	<div></div>
Description	<div></div> <div></div> <div></div>
Amount (Currency)	<div></div>
Date of Expense	<div></div>
Supporting Documents	<div><input type="checkbox"/> Attached <input type="checkbox"/> Not Attached</div>

Approval Routing

Recommended By	Name: <div></div>
	Signature: <div></div>
	Date: <div></div>
Approved By (Manager)	Name: <div></div>
	Signature: <div></div>
	Date: <div></div>
Remarks (if any)	<div></div> <div></div>

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.