Payroll Expense Authorization Form

Employee Information

Name `Enter full name` **Employee ID** `Enter ID`

Department `Department name` **Position** `Job title`

Payroll Expense Details

Description `Purpose or details of payroll expense`

Type of Expense `e.g. Overtime, Bonus, Allowan` **Date(s) Covered** `MM/DD/YYYY to MM/DD/YYY`

Amount `Amount (e.g. 150.00)` **Currency** `e.g. USD`

Account Charged `Account or cost center`

Reason/Justification

`Provide reason or justification for the payroll expense`

Requested By

`Name`

`Signature`

`Date`

Reviewed By

`Name`

`Signature`

`Date`

Authorized By

`Name`

`Signature`

`Date`

Important Notes:

- This form must be completed and authorized prior to any payroll-related expense disbursement.
- Attach supporting documentation as required (e.g., timesheets, approval emails).
- Incomplete or inaccurate forms may delay payment processing.
- Retain a copy of the authorized form for audit and record-keeping purposes.