Expense Approval Request Checklist

Date of Submission: _____

Requested By: _____

Department: _____

Expense Description: _____

Checklist

Item	Completed	Comments
Detailed description of expense provided	☐	
Expense justification included	☐	
Relevant receipts/invoices attached	☐	
Amount requested matches supporting documents	☐	
Expense complies with company policy	☐	
Approval from direct supervisor obtained	☐	
Budget availability verified	☐	
Other required approvals obtained (if applicable)	☐	

Approvals

Role/Title	Name & Signature	Date
Direct Supervisor	_____	_____
Department Head	_____	_____
Finance/Accounts	_____	_____

Important Notes

- All expenses must have valid supporting documentation.
- Requests lacking required approvals will not be processed.
- Please ensure compliance with all relevant company policies before submission.
- Incomplete requests may result in processing delays or rejection.
- Retain a copy of this form and all attached documents for your records.