

Expense Approval Request Memo

To:

[Approver's Name/Designation]

From:

[Requester's Name/Department]

Date:

[MM/DD/YYYY]

Memo #:

[XXXX]

Purpose of the Request

[Briefly state the reason for the expense and its business justification]

Expense Summary

Item/Service Description	Date Required	Vendor/Supplier	Amount (USD)
[Description 1]	[MM/DD/YYYY]	[Vendor Name]	[Amount]
[Description 2]	[MM/DD/YYYY]	[Vendor Name]	[Amount]
Total			[Total Amount]

Supporting Details

[Include detailed rationale, supporting documentation summary, and any quotations or invoices attached]

Requested By

Name:

[Requester's Name]

Designation:

[Position]

Date:

[MM/DD/YYYY]

Approval

Approver's Signature

Date

Important Notes

- Ensure all requested expenses are supported by valid documentation (e.g., invoices, quotations).
- Obtain approval before incurring any expenses.
- Retention of signed copy is recommended for future reference and audits.
- Any changes or additions to requested items require re-approval.
- Comply with company's expense policies and approval thresholds.