

Expense Authorization Form

Date of Request

Requested By

Department

Expense Date

Amount

Currency

Expense Type

Purpose

Expense Description

Attachment(s)

Authorization

Authorized By

Title/Position

Date

Important Notes

- All supporting receipts and documents should be attached with this form.
- Expense authorization must be obtained prior to incurring the expense whenever possible.
- Incomplete forms or missing approvals may result in delayed reimbursement.
- This form should be retained for audit and compliance purposes as per company policy.