

# Expense Authorization Form

Date of Request

Requested By  Full Name

Department  Department Name

Expense Date

Amount

Currency  Select

Expense Type  Select

Purpose  Purpose of Expense

Provide details of the expense

Expense Description

Attachment(s)  Receipt/File Reference

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## Authorization

Authorized By  Approver's Name

Title/Position  Approver's Position

Date

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## 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.