

Management Expense Approval Cover Letter

Date: June 17, 2024
To: Finance Department, XYZ Corporation
From: John Doe, Senior Manager, Operations
Subject: Approval Request for Management Expenses – May 2024
Expense Report Ref: EXP/OPS/2024/05-145

Dear Finance Team,

I am submitting the attached expense report for the month of May 2024 for your review and approval. The report includes all relevant receipts and documentation, in accordance with company policy. The claimed expenses pertain to management travel, team meetings, client interactions, and necessary administrative overheads.

The total amount requested for reimbursement is **\$3,675.45**. Each item has been verified for compliance with our internal guidelines, and no policy exceptions are included in this request.

Kindly process this request at your earliest convenience. Should further information or clarification be required, please let me know.

Thank you for your attention to this matter.

John Doe
Senior Manager, Operations

Approving Authority
(if required)

Important Notes:

- All supporting documents (invoices, receipts) must be attached.
- Ensure claimed expenses comply with the company's expense policies.
- Falsification or misrepresentation may result in disciplinary action.
- Obtain all required pre-approvals for exceptional items before submission.
- Keep copies for your records.