

Expense Approval Memo

Date: June 6, 2024

To: Finance Department

From: John Doe, Project Manager

Subject: Approval Request for Team Training Expenses

Purpose

This memo seeks approval for projected expenses related to the ongoing Team Leadership Training Program scheduled for June 2024.

Expense Details

Description	Vendor	Amount (USD)	Notes
Training Workshop Fee	Acme Training Co.	\$2,500	Includes course materials
Venue Rental	Downtown Meeting Rooms	\$1,000	One-day reservation
Catering	Fresh Eats	\$350	Lunch for 20 attendees
Total	\$3,850		

Justification

The training will enhance team leadership skills, promoting project success and employee development. All expenses are within the departmental budget allocation.

Requested Action

Kindly review and approve the outlined expenses to proceed with the arrangements.

John Doe
Project Manager

Finance Approval
Date: _____

Important Notes

- Attach all supporting documentation (quotes, receipts, etc.) with the memo.
- Ensure that all expenses comply with company policies and budgets.
- Approvals must be obtained prior to incurring any listed expenses.
- Keep a copy of the approved memo for record-keeping and future audits.