

# 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.