

Approval Memo for Expenses

To: John Smith, Finance Manager
From: Jane Doe, Project Lead
Date: 2024-06-14
Subject: Request for Expense Approval: Project Alpha Q2 2024

Purpose

This memo seeks management approval for expenses incurred for Project Alpha during the second quarter of 2024, as detailed below.

Expense Details

Date	Description	Category	Amount (USD)	Supporting Docs
2024-04-10	Conference Registration Fee	Training	850	Receipt #1201
2024-05-03	Team Travel	Transportation	2,300	Itinerary & Receipt
2024-05-19	Office Supplies	Materials	410	Receipt #1225
2024-06-02	Catering - Quarterly Meeting	Hospitality	580	Invoice #789
Total:				4,140

Justification

These expenses were necessary for the successful delivery and timely execution of Project Alpha. All items align with project objectives and fall within the approved project budget.

Attachments

- Copies of all receipts and invoices
- Project Alpha Q2 2024 Budget Summary
- Travel Itinerary

Approval

Prepared by: Jane Doe **Date:** 2024-06-14

Reviewed by: Michael Lee **Date:** 2024-06-15

Approved by: John Smith **Date:** 2024-06-16

Important Notes

- All claims must be supported by original receipts or official invoices.
- Ensure that expense categories are consistent with internal accounting policies.
- Approvals must be signed and dated prior to reimbursement submission.
- Retain a copy of the memo and attached documents for audit purposes.