

# 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.