

# Formal Approval Memo

## Subject: Approval Request for Expense Reporting

Date:

June 27, 2024

To:

Ms. Jane Smith  
Finance Manager

From:

John Doe  
Project Coordinator

Department:

Operations

I am writing to formally request approval for the attached expense report regarding costs incurred during the ABC Project activities conducted between May 10 and June 20, 2024. All relevant receipts and documentation are enclosed for your review and validation.

The total amount claimed is \$1,524.80, covering travel, accommodation, and project-related material expenses. All expenditures adhere to company policy and have been pre-approved by the direct supervisor.

Kindly review the submitted documentation and approve the expense report at your earliest convenience. Should you have any questions or require additional details, please let me know.

Attachments:

Expense Report, Receipts, Approval Forms

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John Doe  
Project Coordinator  
Date: \_\_\_\_\_

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Ms. Jane Smith  
Finance Manager  
Approval Date: \_\_\_\_\_

## Important Notes

- Ensure all supporting documents and receipts are included before submitting the memo.
- Double-check that all expenses conform to the organization's expense policy.
- This memo serves as an official record for financial transparency and audit purposes.
- Keep a signed copy for departmental and personal records.
- Incomplete forms or unsupported expenses may delay approval and reimbursement.