

# Internal Memo

## Expense Authorization Request

**To:** [Approver Name]  
**From:** [Requestor Name & Department]  
**Date:** [MM/DD/YYYY]  
**Subject:** Expense Authorization Request for [Description]

I am writing to request authorization for the following internal expense:

**Expense Type:** [Travel/Equipment/Training/Others]  
**Estimated Amount:** [Amount & Currency]  
**Purpose / Justification:** [Provide a brief explanation of the reason and necessity for this expense]  
**Date(s) of Use:** [Expected use or purchase date]  
**Cost Center / Account:** [Budget code or project #]  
**Additional Notes:** [Optional: Attach quotes or supporting documents]

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Requested By  
[Name & Signature]

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Department Head Approval  
[Name & Signature]

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Finance Approval  
[Name & Signature]

### Important Notes:

- Expense authorization is required before incurring any costs.
- Ensure all relevant supporting documents are attached.
- Incomplete forms may result in delays or non-approval.
- Refer to the company's expense policy for eligible expenses.
- Keep a signed copy for departmental records.