

# Official Expense Request Approval Memo

**To:** Finance Department

**From:** [Your Name / Department]

**Date:** [Date]

**Subject:** Request for Expense Approval

**Requester Name:**

[Requester's Full Name]

**Department:**

[Department Name]

**Expense Type:**

[e.g., Supplies, Travel, Training]

**Project / Purpose:**

[Project Name or Short Purpose Description]

**Date Needed:**

[MM/DD/YYYY]

## Expense Details

Description	Quantity	Unit Cost	Total
[Item 1 description]	[Qty]	[Unit Price]	[Total]
[Item 2 description]	[Qty]	[Unit Price]	[Total]

**Grand Total:** [Total Amount Requested]

**Justification:**

[Provide brief justification for the expense request, explaining why this approval is needed.]

**Requested by**

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Name:

Date:

**Reviewed by / Immediate Supervisor**

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Name:

Date:

**Approved by / Finance**

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Name:

Date:

## Important Notes

- All expense requests must be approved prior to incurring costs.
- Attach relevant supporting documents such as quotations or receipts.
- Incomplete forms will delay the approval process.
- Ensure accurate and clear breakdown of all expenditure items.
- Subject to further review and compliance with organizational policies.