

Expense Approval Memo

Date: 2024-06-01

To: Alexander Green (Finance Manager)

From: Emily Sanderson (Marketing Lead)

Department: Marketing

Subject: Approval for Team Promotional Event Expenses

Description:

Requesting approval for expenses incurred during the team promotional event held on May 25, 2024. The event was aimed at increasing brand engagement and outreach to potential clients.

Expense Details:

Date	Item/Service	Vendor	Amount
2024-05-24	Catering	FreshDelights	\$320.00
2024-05-24	Venue Rent	UrbanEvents Co.	\$450.00
2024-05-25	Promotional Materials	PrintQuick	\$180.00
Total			\$950.00

Justification:

The expenses were necessary to successfully execute the promotional event and meet our departmental goals. All purchases were made in accordance with company policy.

Requested By:

Emily Sanderson

Approved By:

Alexander Green

Important Notes:

- Ensure all expenses comply with company policy before submission.
- Attach original receipts or invoices for every listed item.
- Approvals must be completed before expenses are reimbursed.
- Use clear and specific descriptions for transparency.
- Maintain a copy of approved memos for departmental records.