

# Expense Approval Memo

To: Finance Department  
From: [Your Name], [Your Position]  
Date: [Date]  
Subject: Request for Expense Approval - [Project/Event/Reason]

## Purpose

This memo seeks approval for the following expenses necessary for [briefly state the purpose, e.g., "client meeting," "project supplies," etc.].

## Expense Details

Expense Item	Estimated Amount	Description
[Item 1]	[Amount 1]	[Details about item 1]
[Item 2]	[Amount 2]	[Details about item 2]
[Item 3]	[Amount 3]	[Details about item 3]
<b>Total</b>	<b>[Total Amount]</b>	

## Justification

[Provide a brief justification explaining why these expenses are necessary and how they align with company goals or project needs.]

## Attachments

[List any attached supporting documents, quotes, cost breakdowns, etc.]

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Requested By  
[Your Name]  
[Date]

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Approved By  
[Approver Name/Title]  
[Date]

## Important Notes

- This memo must be approved before incurring any expenses.
- All attached receipts and documentation must be submitted for reimbursement.
- Ensure accuracy in item descriptions and estimated amounts.
- Unapproved expenses may not be eligible for reimbursement.
- Retain a copy of the signed memo for your records.