

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]
Total	[Total Amount]	

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.]

Requested By
[Your Name]
[Date]

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.