

Detailed Expense Approval Sheet

Employee Name: _____ Department: _____

Employee ID: _____ Submission Date: ____/____/____

Purpose of Expense: _____

Expense Details

No.	Date	Description	Category	Amount (USD)	Remarks
1	__/__/__	_____	_____	_____	_____
2	__/__/__	_____	_____	_____	_____
3	__/__/__	_____	_____	_____	_____
				Total	_____

Attachments (Invoice, Receipts, etc.):

Employee Signature
Date: _____

Supervisor Approval
Date: _____

Finance Approval
Date: _____

Important Notes:

- Attach all supporting documents (invoices, receipts) for each expense claimed.
- Ensure all expenses comply with company policy before submitting.
- Incomplete forms or missing approvals may delay processing.
- All amounts should be clearly indicated and categorized appropriately.
- Retain a copy of this sheet for your records.