

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.