

Multi-level Approval Expense Request

Requester Details

Name: [Requester Name]
Department: [Department]
Employee ID: [Employee ID]
Email: [Email Address]
Date of Request: [YYYY-MM-DD]

Expense Details

Description	Date	Amount	Category	Remarks
[Description of Expense]	[YYYY-MM-DD]	[Amount]	[Category]	[Remarks]
[Description of Expense]	[YYYY-MM-DD]	[Amount]	[Category]	[Remarks]
[Total Amount]				

Reason for Expense

[Provide a brief justification for the expense]

Multi-Level Approval

Requested By

Date: _____
Supervisor Approval

Date: _____
Department Head Approval

Date: _____
Finance Approval

Date: _____

Important Notes:

- All expenses must be supported by valid receipts and necessary documentation.
- Requests without complete approvals will not be processed.
- This template ensures accountability and transparency in expense management.
- Each approval level must review the justification and budget availability before signing.
- Please keep a copy of this document for your records.

