

# Simple Expense Request Form

Requester Name

Enter your full name

Date

Department

e.g. Finance, HR

Expense Type

Select expense type

Requested Amount

Currency

USD

Expense Description

Describe the purpose of expense

Recipient Name

Payee or vendor name

Approval By

Manager or supervisor name

## Important Notes

- Always attach supporting documents and receipts with the request.
- Ensure all required fields are completed accurately before submission.
- Expense requests may require manager or supervisor approval.
- Follow organizational guidelines and policies regarding eligible expenses.
- Incorrect or incomplete forms may delay processing and reimbursement.