

Detailed Expense Authorization Record

Date: _____

Department: _____

Prepared by: _____

Expense Report No.: _____

Purpose / Project: _____

Expense Details

Date	Description	Expense Category	Account Code	Amount	Remarks
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
Total				_____	

Advance Amount Claimed: _____

Date of Advance: _____

Balance Due/Return: _____

Prepared by

Department Head

Accounts/Audit

Authorized By

Important Notes

- All expense entries must be supported by original receipts and relevant documents.
- Fill out all sections clearly; incomplete records may delay processing and reimbursement.
- Ensure prior authorization is obtained where required.
- Maintain accurate and truthful records to comply with the organization's financial policies.
- This document serves as an official record for audit and accountability purposes.