

Digital Expense Authorization Form

Employee Information

Full Name

Employee ID

Department

Email

Expense Details

Date	Description	Category	Amount
<input type="text"/>	<input type="text"/> e.g., Business lunch	Travel <input type="button" value="▼"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	Travel <input type="button" value="▼"/>	<input type="text"/>

Total Amount

Justification & Supporting Documents

Justification

Attach Receipts (if any)

Approvals

Manager's Name

Date of Approval

Important Notes:

- Ensure all expense entries are accurate and supported by valid receipts.
- Expense claims must comply with company policy and allowable categories.
- Incomplete submissions may result in delays or rejection of reimbursement.
- Authorization from a designated manager or supervisor is mandatory.
- Retain copies of all submitted documents for your records.