

# Digital Expense Authorization Form

## Employee Information

Full Name

Employee ID

Department

Email

## Expense Details

Date	Description	Category	Amount
<div></div>	<div>e.g., Business lunch</div>	<div>Travel</div>	<div></div>
<div></div>	<div></div>	<div>Travel</div>	<div></div>

Total Amount

## Justification & Supporting Documents

Justification

Attach Receipts (if any)

Choose File

No file selected

## Approvals

Manager's Name

Date of Approval

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**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.