

Multi-Level Expense Approval Form

Requestor Details

Name

Department

Date

Expense Details

Description	Category	Amount	Justification
<div></div>	<div>Travel</div>	<div></div>	<div></div>
<div></div>	<div>Travel</div>	<div></div>	<div></div>
Total		<div></div>	

Additional Notes

Approval Workflow

Level 1: Supervisor

Name

Signature

Date

Decision

Approved

Level 2: Department Head

Name

Signature

Date

Decision

Level 3: Finance

Name

Signature

Date

Decision

Important Notes

- This form must be completed and approved at all levels before any expenses are incurred.
- Incomplete forms or missing approvals will delay reimbursement.
- Original receipts must be attached to support all expense claims.
- Requests above certain limits may require additional approval levels.
- Keep a copy of the completed form for your records.