

Simplified Expense Authorization Form

Employee Name

Department

Date

Purpose of Expense

Expense Details

Description	Date	Category	Amount (\$)
<input type="text"/>	<input type="text"/>	Travel <input type="button" value="▼"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	Travel <input type="button" value="▼"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	Travel <input type="button" value="▼"/>	<input type="text"/>

Total Amount (\$)

Additional Comments or Justification

Employee Signature

Approver Signature

Approval Date

Important Notes:

- Receipts must be attached for all claimed expenses.
- Ensure expenses comply with company policy before submitting.
- Incomplete forms may delay approval and reimbursement.
- Authorization is required prior to incurring significant expenses.