

# Standard Expense Authorization Document

Document No.: \_\_\_\_\_

Date: \_\_\_\_\_

Department: \_\_\_\_\_

Prepared By: \_\_\_\_\_

## Expense Details

#	Description	Date Incurred	Amount	Remarks
1				
2				
3				
<b>Total</b>				

Purpose of Expense:

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Prepared By

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Date: \_\_\_\_\_  
Reviewed By

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Date: \_\_\_\_\_  
Approved By

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Date: \_\_\_\_\_

## Important Notes

- All expenses must be substantiated with valid receipts or supporting documents.
- Ensure all sections are completed before submitting for approval.
- Unauthorized or incomplete submissions will not be processed.
- Keep a copy of this document for your records.