

# Standard Expense Authorization Document

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

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

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

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

## Expense Details

#	Description	Date Incurred	Amount	Remarks
1				
2				
3				
			Total	

Purpose of Expense: \_\_\_\_\_

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

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

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

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.