

Pre-approved Expense Authorization Letter

Date: June 15, 2024
To: John M. Wells
Department: Sales
Employee ID: 012345

Subject: Authorization for Pre-approved Business Expenses

Dear John M. Wells,

This letter serves as formal authorization for the incurrence of specific business-related expenses on behalf of **ABC Enterprises** in accordance with company policy. Your request for pre-approval has been reviewed and sanctioned as outlined below.

Approved Expenses

Expense Type:	Travel (Conference Attendance)
Location:	Chicago, IL
Duration:	July 10–13, 2024
Estimated Total:	\$1,500.00
Expense Categories:	Airfare, Lodging, Meals, Local Transportation

Please retain all original receipts and submit an expense report within five (5) business days following your return. Expenses exceeding the authorized amount or outside the approved categories will require further justification and are subject to additional approval.

Authorized by:

Name: Samantha Taylor
Title: Finance Manager
Employee Acknowledgement:

Name: John M. Wells

Important Notes

- This letter is valid only for the specified expenses and dates.
- Unapproved expenses will not be reimbursed without additional authorization.
- Always attach original receipts and follow the company expense policy.
- Contact the Finance department for questions or clarification.