

Company Name: [Your Company Name]
Company Address: [Company Address]
Date: [Date]

Project-Based Expense Authorization Letter

To: [Recipient Name]
Designation: [Recipient Designation]
Department: [Recipient Department]

Dear [Recipient Name],

This letter serves as an official authorization for the allocation and utilization of funds for the following project:

Project Title: [Project Title]
Project Code: [Project/Reference Code]
Project Manager: [Project Manager Name]
Authorized Expense Amount: [Amount in Numbers] ([Amount in Words])
Expense Coverage Period: [Start Date] to [End Date]

Authorized Expenses Include:

- [Expense Category 1: e.g., Equipment Purchase]
- [Expense Category 2: e.g., Travel and Accommodation]
- [Expense Category 3: e.g., Professional Services]

Terms & Conditions:

- All expenses must be directly related to the [Project Title] and incurred within the authorized period.
- Original receipts and supporting documentation must be submitted with the reimbursement request.
- Any unutilized funds must be reported and returned to the finance department upon project completion.
- The approval of this authorization is based on compliance with all company financial policies and procedures.

Kindly proceed with the approved expenses as outlined above. For any clarification or further approval, please contact [Approver's Name/Department].

Authorized By,

[Approver's Name]
[Approver's Designation]
[Approver's Department]

Important Notes:

- This document serves as an official record for audit and compliance purposes.
- Only expenses listed and approved within this letter are covered.
- Unauthorized or personal expenses will not be reimbursed.
- The project manager is responsible for monitoring and controlling the budget as authorized.