

Standard Authorization Letter for Expense Approval

Date: June 19, 2024

To,
The Finance Department
[Company/Organization Name]
[Company Address]

Subject: Authorization for Expense Approval

Dear Sir/Madam,

I, [Authorizing Person's Name], holding the position of [Designation] at [Company/Department], hereby authorize [Authorized Person's Name], [Designation], to approve the following expense(s) on behalf of [Department/Team/Project Name]:

Purpose of Expense:	[Describe the expense purpose concisely]
Maximum Amount:	[Specify total approved amount]
Valid From:	[Start Date]
Valid Until:	[End Date]
Authorized Person:	[Authorized Person's Name and Designation]

The above authorization is granted solely for the purpose stated and within the specified amount and validity period. All approved expenses must have supporting receipts and must be in compliance with company policies.

Authorized by
[Authorizing Person's Name]
[Designation]

Accepted by
[Authorized Person's Name]
[Designation]

Important Notes

- This letter is valid only within the mentioned validity period and amount limit.
- All expenses must comply with the company's expense policy and require proper

documentation.

- The authorized person cannot delegate this authority further without written permission.
- Misuse of this authorization may result in disciplinary action.
- Keep a signed copy for your records and submit a copy to the Finance Department.