

# ABC Corporation

123 Business Road, City, State ZIP

June 4, 2024

To: John Doe  
Position: Project Manager  
Department: Operations

## Subject: Temporary Authorization to Incur Business Expenses

Dear John Doe,

This letter serves as official authorization for you to temporarily incur business-related expenses on behalf of ABC Corporation from **June 5, 2024** to **July 5, 2024**.

During this period, you are permitted to make the following expenses:

- Travel and lodging for approved business trips (within the allocated budget)
- Client meals and entertainment (up to \$150 per instance)
- Supplies and minor equipment necessary for project delivery

All expenses must adhere to the company's expense policy, and original receipts are required for reimbursement. Any expenses exceeding the specified limits must receive prior written approval from the Head of Operations.

Please ensure that expense reports are submitted within 5 business days of incurring an expense.

If you have any questions regarding this authorization, please contact your supervisor.

Sincerely,

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Emily Carter  
Head of Operations  
ABC Corporation

### Important Notes:

- This authorization is temporary and only valid within the specified dates.
- Expenses must comply with company policies and limits.
- All claims should include original and valid receipts.
- Unauthorized or excessive expenses may not be reimbursed.
- Always seek clarification if you are unsure about an allowable expense.