

Final Approval Memo for Reimbursement

To: Finance Department **From:** John Doe, Project Manager **Date:** 2024-06-20 **Subject:** Final Approval for Employee Reimbursement (Ref: REIMB/2024/067)

Purpose

This memo serves as the final approval for reimbursement concerning expenses incurred by Ms. Emily Carter related to Project Atlas activities during May 2024.

Details of Reimbursement

Date	Description	Amount (USD)
2024-05-05	Hotel accommodation for client meeting in Austin	420.00
2024-05-07	Airfare	315.00
2024-05-08	Local Transport	42.50
2024-05-09	Client Lunch	68.00
	Total	845.50

Approval & Authorization

All attached receipts have been verified, and the expenditures comply with the company's reimbursement policy.

Please proceed with processing the reimbursement of **USD 845.50** to Ms. Emily Carter.

John Doe
Project Manager
Date: 2024-06-20

Marie Lee
Department Head
Date: 2024-06-20

Important Notes:

- Ensure all relevant supporting documents and receipts are attached with this memo.
- Memos should be routed for approval prior to submitting to Finance.
- Reference number must match supporting documentation for audit trail.
- Maintain confidentiality of personal information within the reimbursement details.
- Final approvals are binding and authorizations must be accurate.