

# 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.

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John Doe  
Project Manager  
Date: 2024-06-20

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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.