**[Company Name]**  
[Department Name]

Date:

**Employee Information:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** | [Employee Name] | | |
| **Department/Team:** | [Department/Team Name] | **Employee ID:** |  |
| **Position/Title:** | [Employee Position/Title] | | |

**Expense Details:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date(s) of Expense:** | [Date(s)] |  |  |
| **Expense Description:** | [Description of Expenses] | | |
| **Expense Category:** | [Category (e.g., Travel, Supplies, Training)] | | |
| **Amount Requested:** | [Amount in Currency] | **Currency:** | [Currency (e.g., USD, EUR)] |
| **Receipts Attached:** | [Yes/No] |  |  |

**Purpose of Expense:**

[Provide a brief explanation of why the expense was incurred and how it contributes to the company's objectives or the employee's duties.]

**Approval Details:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Manager/Supervisor Approval:** | [Manager/Supervisor Name] | | |
| **Approval Date:** | [Date] | **Comments (if any):** | [Comments] |
| **Finance Department Approval:** | [Finance Department Representative Name] | | |
| **Approval Date:** | [Date] | **Comments (if any):** | [Comments] |

**Additional Comments/Notes:**

[Optional: Any additional comments or notes]