**Employee Approval Form**

**Employee Request for Approval**

### **Employee Information**

* **Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Employee ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

### **Request Type**

**☐ Overtime Approval  
☐ Expense Reimbursement  
☐ Remote Work Request  
☐ Leave Request**

### **Request Details**

| **Request Type** | **Date(s) Requested** | **Reason for Request** | **Manager’s Decision** |
| --- | --- | --- | --- |
|  |  |  | **☐ Approved  ☐ Denied** |
|  |  |  | **☐ Approved  ☐ Denied** |
|  |  |  | **☐ Approved  ☐ Denied** |
|  |  |  | **☐ Approved  ☐ Denied** |
|  |  |  | **☐ Approved ☐ Denied** |
|  |  |  | **☐ Approved  ☐ Denied** |
|  |  |  | **☐ Approved  ☐ Denied** |
|  |  |  | **☐ Approved  ☐ Denied** |

### **Approval Authorization**

* **Manager’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Manager’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Approval Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**