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	imployee Request for Approval
Employee ID: Department: Request Type Overtime Approval Expense Reimbursement Remote Work Request	imployee Information
Department: Request Type Overtime Approval Expense Reimbursement Remote Work Request	Employee Name:
Request Type Overtime Approval Expense Reimbursement Remote Work Request	Employee ID:
□ Overtime Approval □ Expense Reimbursement □ Remote Work Request	Department:
□ Expense Reimbursement □ Remote Work Request	Request Type
□ Remote Work Request	☐ Overtime Approval
-	☐ Expense Reimbursement
□ Leave Request	□ 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
Approval Authorization	
Manager's Name:	
Manager's Signature:	
Approval Date:	