

# 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
			<input type="checkbox"/> Approved <input type="checkbox"/> Denied
			<input type="checkbox"/> Approved <input type="checkbox"/> Denied
			<input type="checkbox"/> Approved <input type="checkbox"/> Denied
			<input type="checkbox"/> Approved <input type="checkbox"/> Denied

			<input type="checkbox"/> <b>Approved</b> <input type="checkbox"/> <b>Denied</b>
			<input type="checkbox"/> <b>Approved</b> <input type="checkbox"/> <b>Denied</b>
			<input type="checkbox"/> <b>Approved</b> <input type="checkbox"/> <b>Denied</b>
			<input type="checkbox"/> <b>Approved</b> <input type="checkbox"/> <b>Denied</b>

**Approval Authorization**

- **Manager's Name:** \_\_\_\_\_
- **Manager's Signature:** \_\_\_\_\_
- **Approval Date:** \_\_\_\_\_