

# Online Expense Approval Form Template

## Applicant Details:

- Name: \_\_\_\_\_
- Designation: \_\_\_\_\_
- Contact Information: \_\_\_\_\_

## Expense Information Table:

Date of Expense	Expense Type	Description	Amount (\$)

Total Claimed Amount: \$ \_\_\_\_\_

## Authorization Section:

- Submitted By: \_\_\_\_\_ Date: \_\_\_\_\_
- Reviewed By (Manager): \_\_\_\_\_ Date: \_\_\_\_\_
- Finance Approval: \_\_\_\_\_ Date: \_\_\_\_\_