

ACCOUNTING BUSINESS CENTER

Expense Report Authorization Form

A detailed business purpose and/or documentation must be included for each Expense Report reimbursement and on the Expense Report.

Date of Request:

Employee Name:

Employee ID:

MOCODE(s) &
PS Account(s):

Maximum
Reimbursement
Amount:

Date(s) of Trip:

Business Purpose:

Authorized Supervisor Approval

Signature of Approver:

Printed Name of Approver:

Approval Date: