

Advance Payment Request

Request No.	AP-2024-001	Date	2024-06-11
Employee Name	Jane Doe	Employee ID	EMP12345
Department	Marketing	Designation	Manager

Advance Payment Details

Purpose of Advance	Business Travel to Client Site
Advance Amount Requested	\$1,200.00
Expected Date of Settlement	2024-06-25
Additional Remarks	Attach all supporting bills and receipts upon return.

Bank Details (if applicable):

Bank Name	ABC Bank
Account Name	Jane Doe
Account Number	0123456789
IFSC/Swift Code	ABC0001234

Approval

Requested By:

Authorized By:

Accounts Dept.:

(Employee Signature)

(Manager/Supervisor)

(Accounts Signature)

Important Notes

- Advance payment requests should be submitted at least one week before the required date.
- Receipts or bills must be provided to settle the advance within the specified period.
- Unsettled advances may be recovered from subsequent payments or salary.
- All fields must be accurately completed to avoid processing delays.
- Ensure that management approval is obtained before submission to accounts.