

Detailed Advance Payment Clearance Document

DOCUMENT DETAILS

Document No.	APC-2024-0157	Date	2024-06-15
Prepared By	Jane Doe	Department	Finance
Employee ID	EMP-78923	Advance Ref.	ADV-2024-524

ADVANCE PAYMENT DETAILS

Date of Advance	2024-06-05	Purpose	Client Site Visit - Project Alpha
Advance Amount	\$2,000.00	Payment Mode	Bank Transfer

EXPENSE BREAKDOWN

No.	Date	Description	Amount (USD)	Receipt No.
1	2024-06-07	Flight Tickets	800.00	RCPT-4051
2	2024-06-08	Hotel Accommodation	600.00	RCPT-4052
3	2024-06-09	Local Transportation	200.00	RCPT-4053
4	2024-06-10	Meals & Incidentals	320.00	RCPT-4054

SUMMARY

Total Advance Received	\$2,000.00
Total Expenses Incurred	\$1,920.00
Balance to Return	\$80.00

ATTACHMENTS

- Original receipts for all expenses listed.
- Boarding passes and travel documents.
- Hotel invoice.

Prepared By

Name & Signature
Date:

Verified By (Finance)

Name & Signature
Date:

Approved By

Name & Signature
Date:

IMPORTANT NOTES

- All claimed expenses must be accompanied by original supporting documents.
- Balances remaining from the advance must be returned to the Finance department immediately.
- Falsification or misrepresentation of expenses may result in disciplinary action.
- This document must be submitted within 7 working days of completing the activity.