

Employee Travel Advance Clearance Form

Employee Details

Full Name

Employee ID

Department

Position/Title

Travel Details

Purpose of Travel

Destination

Travel Dates

Advance Amount Received

Expense Breakdown

Date	Description	Amount

Total Expenses

Balance Calculation

Amount to be Returned / Claimed by Employee

Remarks

Employee Signature / Date

Supervisor/Manager Approval / Date

Finance Clearance / Date

Important Notes

- This form must be completed for all travel advance clearances and submitted to Finance within 7 days after return.
- Attach all supporting receipts and relevant documents for expense claims.
- Unutilized advance must be settled or returned promptly upon submission.
- Incomplete forms or missing documentation may delay clearance processing.
- Ensure details are accurate to avoid discrepancies.