

Advance Payment Advice

Date: _____

To:

Employee Name _____

Employee ID _____

Designation _____

Department _____

Details of Advance Payment

Advance Amount $\hat{a},^1$ _____

Purpose of Advance _____

Approximate Settlement Date / /

Mode of Payment Cash / Bank Transfer / Cheque

Remarks / Special Instructions (if any)

Prepared by:

Date: _____

Approved by:

Date: _____

Received by: _____

Date: _____

Important Notes:

- This advice should be approved before the release of any advance payment.
- Proper documentation and receipts must be attached during final settlement.
- Any unutilized amount should be returned immediately post-settlement.
- Advance is granted for official purposes only and is subject to company policy.