

Salary Advance Request Form

1. Employee Information

Full Name

Employee ID

Department

Designation

2. Details of Salary Advance

Amount Requested

Reason for Advance

Proposed Repayment Period

3. Authorization & Approvals

Employee Signature

Date

Manager/Supervisor Approval

HR Approval

Important Notes

- Salary advances are subject to company policies and approval.
- Repayment terms and conditions must be agreed upon before disbursal.
- Supporting documents may be required for verification of the request.
- Incomplete forms may delay the approval process.