

Advance Request Form for Expense

Employee Information

Name

Enter full name

Employee ID

Enter employee ID

Department

Enter department

Date of Request

Advance Request Details

Purpose of Advance

Describe purpose

Amount (USD)

Details / Justification

Enter any additional information

Expense Breakdown

| Description | Category | Estimated Amount | Remarks |
|-----------------------|----------|------------------|---------|
| e.g. Travel to client | Travel | | Remarks |
| e.g. Hotel booking | Travel | | Remarks |

Approval Workflow

| Approver Name | Designation | Status | Date | Signature |
|---------------|-----------------|---------|------|-----------|
| Supervisor | Department Head | Pending | | |
| Finance | Finance Manager | Pending | | |

Important Notes

- All advance requests must be submitted before incurring expenses.

- Provide clear justification and estimated breakdown for each expense item.
- Incomplete forms or missing approvals may delay processing of the advance.
- Supporting documents should be attached where available.
- All advances are subject to company policies and audit review.