# Departmental Advance Request Form for Expense

Requestor's Name Enter name

Department Enter department

Date

Purpose of Advance Enter purpose

Total Amount Requested

Currency e.g. USD, EUR

## Expense Details

| Description | Estimated Amount | Date Needed | Notes |
|---|---|---|---|
| e.g., Travel | | | |
| | | | |
| | | | |

## Repayment/Settlement Plan

Expected Settlement Date

Additional Notes Optional

## Approvals

Requestor's Signature & Date

Department Head Approval & Date

Finance Approval & Date

## Important Notes

- All advances must be accounted for and settled with supporting receipts by the settlement date.
- Misuse of departmental advances may result in disciplinary action.
- Incomplete forms or insufficient information may delay processing.
- Ensure all approval signatures are obtained and attached before submission.
- Contact the Finance Department for any clarifications regarding eligible expenses.