

# Electronic Advance Request Form for Expense

## Requester Information

Full Name

Email Address

Department

Date of Request

## Advance Details

Purpose of Advance

Currency



Total Amount Requested

## Expense Breakdown

| Description         | Estimated Amount     | Cost Center                              |
|---------------------|----------------------|--|
| E.g., Travel, Hotel | <input type="text"/> | <input type="text" value="Cost center"/> |
| E.g., Meals         | <input type="text"/> | <input type="text" value="Cost center"/> |

## Approvals

Supervisor/Manager Name

Supervisor/Manager Email

Enter approver's email

## Important Notes

- Ensure all fields are completed before submitting the request.
- Advance requests should be made at least five business days prior to the anticipated expense.
- Original receipts must be submitted for all expenses incurred with the advance.
- Unspent funds must be returned within ten working days after the completion of the activity.
- Approval from the department supervisor/manager is mandatory for processing the advance.