

Employee Advance Request Form for Expense

Employee Information

Full Name

Employee ID

Department

Date of Request

Advance Details

Advance Amount Requested

Purpose of Advance

Expected Date of Settlement

Expense Breakdown (Estimated)

Expense Category	Description	Amount (Estimated)
e.g. Travel		

Approvals

Employee Signature

Date: _____

Manager Approval

Date: _____

Finance Approval

Date: _____

Important Notes

- All advance requests must be approved before any disbursement.
- Use the advance strictly for its stated purpose; submit supporting receipts during settlement.
- Any unutilized amount must be returned with final settlement.
- Failure to settle advances timely may affect future requests.
- Company policies regarding advances and expenses apply to all requests.