

# Itemized Advance Expense Request

Request Date: \_\_\_\_\_

Request No.: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Employee ID: \_\_\_\_\_

Department: \_\_\_\_\_

Purpose / Reason: \_\_\_\_\_

Project / Client (if applicable): \_\_\_\_\_

## Advance Expense Details

| Item Description               | Category | Estimated Date | Amount | Notes |
|--------------------------------|----------|----------------|--------|-------|
|                                |          |                |        |       |
|                                |          |                |        |       |
|                                |          |                |        |       |
|                                |          |                |        |       |
| Total Requested Advance: _____ |          |                |        |       |

## Approval Workflow

Requested By

Date: \_\_\_\_\_

Department Head

Date: \_\_\_\_\_

Finance Approval

Date: \_\_\_\_\_

## Important Notes

- All items must be clearly detailed and justified for advance requests.
- Original receipts must be provided for all actual expenses after usage.
- Unused advance balances must be returned within the stipulated period.
- Advance requests are subject to approval as per company policy.
- False claims may result in disciplinary action.