

Advance Request Form for Expense

Employee Name

Department

Date of Request

Purpose of Advance

Expense Details

Description	Estimated Amount	Remarks
Total		

Justification / Additional Info

Employee Signature & Date

Manager Approval & Date

Important Notes:

- This form must be completed and approved **before** incurring any expenses.
- All amounts should be estimated as accurately as possible.
- Receipts and proof of expense are required when submitting the expense settlement.
- Unused advance amounts must be returned immediately after the activity is completed.
- Incomplete forms may delay processing or approval.