

# Event Expense Cash Advance Authorization

Event Name:

Event Date:

Location:

Requested By:

Department/Unit:

Date of Request:

## Estimated Expense Breakdown

Description	Amount (PHP)	Notes
Total		

Purpose of Cash Advance:

Amount Requested (in words):

Requested By  
Name & Signature / Date

Approved By  
(Department Head/Authorized Officer)

Finance/Accounting  
Received By / Date

## Important Notes:

- All expenses must comply with company/event policies and be properly supported by official receipts.
- Any unused cash advance should be returned immediately after the event, together with a liquidation report.
- This authorization must be fully approved before any cash advance is released.
- Failure to liquidate the advance may affect future requests and employment standing.