

Overseas Expense Advance Request Form

Employee Name

Department

Employee ID

Designation

Travel Destination

Purpose of Visit

Departure Date

Return Date

Advance Amount Requested

Expense Category	Currency	Amount	Remarks
Airfare	USD		
Airfare	USD		
Airfare	USD		
Total			

Justification / Comments

Requested By

Date

Approved By

Date

Important Notes

- All advance requests must be submitted before the travel date for approval.
- Supporting documents (e.g., invitation, itinerary) should be attached where applicable.
- Unused advance must be repaid within seven days of return.
- Expense reports with original receipts must be submitted after the trip.
- Advances will not be approved for personal travel or unapproved expenses.