

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
<input type="text" value="Airfare"/>	<input type="text" value="USD"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="Airfare"/>	<input type="text" value="USD"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="Airfare"/>	<input type="text" value="USD"/>	<input type="text"/>	<input type="text"/>
Total		<input type="text"/>	<input type="text"/>

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.