

Project-Based Expense Advance Request

Requestor Name

Full Name

Department

Department

Date

Project Name / Code

Project Name or Code

Advance Amount

Currency

USD

Purpose / Expense Details

Briefly describe the purpose of the expense advance

Estimated Expense Breakdown

Expense Item	Estimated Amount	Remarks
Transportation (e.g., taxi, fuel)		Remarks
Accommodation		Remarks
Supplies / Materials		Remarks
Other		Remarks

Expected Repayment / Liquidation Date

Advance Release Method

Transfer to Bank Account

Requested by

Name & Signature

Date: _____

Approved by

Name & Signature

Date: _____

Finance / Admin Check

Name & Signature

Date: _____

Important Notes:

- Advance requests must be specific to project-related expenses and supported by estimated breakdowns.
- Unused advance funds must be returned and a liquidation statement submitted by the specified date.
- All receipts and supporting documents must be attached upon liquidation.
- Approval from authorized project and finance personnel is required before advance release.
- This form does not guarantee advance disbursement; approval is subject to company policies.