

Temporary Duty Expense Advance Request Sheet

Name:

Enter full name

Employee ID:

Enter ID number

Department:

Enter department

Purpose of Duty:

Brief description

Location:

Destination city/country

Duty Dates:

From â€“ To

Advance Request Details

Expense Item	Description	Amount
Transportation	e.g. Airfare, Taxi	0.00
Accommodation	Hotel, etc.	0.00
Meals & Per Diem	Daily allowance, etc.	0.00
Other Expenses	Specify	0.00
Total Advance Requested		0.00

Justification for Advance (if any):

Add any additional justification here...

Applicant Signature

Date:

Supervisor Approval

Date:

Finance Approval

Date:

Important Notes:

- This form must be completed and approved prior to travel.

- Attach supporting documents (e.g. travel orders, quotations) where applicable.
- All expenses claimed must comply with company/agency travel policy.
- Unused funds must be returned with expense liquidation within the specified period after duty completion.
- Falsification or misrepresentation may result in disciplinary action.