

# 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 “ 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.