

# Training Cash Advance Application

Employee Name

Enter full name

Department

Enter department

Position

Enter position

Date of Application

Training Title

Enter training title

Training Date

Purpose of Advance

Specify the purpose for the cash advance

## Breakdown of Requested Advance

Expense Item	Amount	Remarks
e.g. Transportation	e.g. 100.00	Optional remarks
e.g. Accommodation		
e.g. Meals		
Other ...		
<b>Total</b>	<b>Sum total</b>	

## Approval & Acknowledgment

Requested by:

Employee Signature & Date  
Reviewed by:

Department Head  
Approved by:

### **Important Notes**

---

- All cash advances must be settled within **5 working days** after training completion.
- Original receipts are required for reimbursement and liquidation.
- Incomplete forms may result in processing delays.
- This form must be approved prior to disbursement of funds.