

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 ...		
Total	Sum total	

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.