

# Employee Travel Advance Settlement Form

## Employee Details

Employee Name

Employee ID

Department

Designation

Travel Dates

From - To

Purpose of Travel

## Advance Details

Advance Date

Advance Amount

Advance Reference No.

## Expense Statement

| Date | Particulars | Amount | Remarks |
|------|-------------|--------|---------|
|      |             |        |         |
|      |             |        |         |
|      |             |        |         |

Total Expenses

## Settlement Summary

Balance Payable by Employee

Balance Refundable to Employee

## Declaration

I hereby declare that the above information is true and all relevant receipts are attached.

## For Office Use Only

Checked By

Approved By

Remarks

## Important Notes

- All original receipts must be attached for each expense claimed.
- This form must be submitted within the stipulated period after completion of the travel.
- Incorrect or incomplete forms may result in delayed processing.
- Ensure all advances are settled before applying for new travel requests.
- Non-compliance with policy may result in recovery from salary.