

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
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Total Expenses

Settlement Summary

Balance Payable by Employee

Balance Refundable to Employee

Declaration

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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.