

# Advance Request for Official Trip – Standardized Format

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Request No. \_\_\_\_\_

Date of Request \_\_\_\_\_

Name of Employee \_\_\_\_\_

Employee ID / No. \_\_\_\_\_

Department/Unit \_\_\_\_\_

Designation \_\_\_\_\_

Destination \_\_\_\_\_

Purpose of Trip \_\_\_\_\_

Period of Travel (Dates) \_\_\_\_\_

**Advance Request Details**

Description	Amount Requested	Remarks
Transportation		
Accommodation		
Meals/Daily Allowance		
Other (Specify):		
<b>Total</b>		

**Requested by**  
**(Signature/Name):** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Approved by**  
**(Supervisor/Manager):** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Important Notes:**

- This form must be completed and approved before the official trip.
- All requested advances must strictly align with the estimated costs for the trip.
- Receipts and supporting documents must be submitted for expense liquidation after the trip.
- Unutilized advances must be returned as per company policy.
- Incomplete forms may result in delays or non-approval of the advance request.