

Advance Request for Official Trip â€“ Standardized Format

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):		
Total		

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.