

Advance Travel Request

Request No.: _____

Date of Request: _____

Employee Name: _____

Employee ID: _____

Department: _____

Designation: _____

Travel Details

Purpose of Travel: _____

Destination: _____

Date of Departure: _____

Date of Return: _____

Mode of Travel: _____

Advance Amount Requested

Item	Amount	Remarks
Transportation		
Accommodation		
Meals		
Other Expenses		
Total		

Approval

Supervisor/Manager
Name: _____

Date: _____

Employee Signature

Supervisor/Manager Signature

Finance/Accounts Signature

Important Notes

- Advance travel requests must be submitted prior to the planned travel date for timely processing.
- All estimated expenses should be explained and documented wherever possible.
- Supporting documents may be required for approval (e.g., travel itinerary, hotel booking, etc.).

- Unused advance amounts are to be refunded immediately upon return and submission of travel expense report.
- Approval from the supervisor/manager and finance/accounts department is mandatory.