

# Business Travel Advance Approval – Official Request

Employee Name: \_\_\_\_\_

Employee ID: \_\_\_\_\_

Department: \_\_\_\_\_

Position/Title: \_\_\_\_\_

Email / Contact: \_\_\_\_\_

Date of Request: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Purpose of Travel: \_\_\_\_\_

Destination(s): \_\_\_\_\_

Travel Dates: From \_\_\_\_ / \_\_\_\_ / \_\_\_\_ To \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## Estimated Expenses

Description	Amount (Currency)	Justification / Details
Transportation	_____	_____
Accommodation	_____	_____
Meals & Per Diem	_____	_____
Other (specify)	_____	_____
Total Advance Requested	_____	

## Supervisor/Manager Approval

\_\_\_\_\_  
Supervisor / Manager  
Name & Signature

\_\_\_\_\_  
Date

## Finance Use Only

Received By: \_\_\_\_\_

Date Processed: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Advance Amount Approved: \_\_\_\_\_

## Important Notes

- All requests must be submitted for approval prior to the start of travel.
- Original receipts are required for final expense reconciliation.

- Unused travel advances must be returned to the Finance Department promptly.
- Failure to submit reconciliation within the specified timeframe may result in salary deductions.
- Ensure all fields are complete and supporting documents are attached.