

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.