

Business Trip Advance Payment Request

Employee Name:

Employee ID / No:

Department:

Designation:

Trip Purpose:

Destination(s):

Trip Period:

| Description of Expense | Estimated Amount |
|--------------------------------|------------------|
| Transportation | |
| Accommodation | |
| Meals & Allowance | |
| Others (Specify) | |
| Total Advance Requested | |

Details / Remarks:

Employee Signature & Date

Manager/Approver Signature & Date

- Ensure all estimated expenses are justifiable and documented, attaching relevant receipts where possible.
- Advance requests should be submitted well in advance of the proposed trip dates.
- Unused funds must be returned and accounted for upon completion of the trip.
- Incomplete forms may result in processing delays or rejection of the advance request.