

# 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)	
<b>Total Advance Requested</b>	

Details / Remarks:

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Employee Signature & Date

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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.