

Business Trip Advance Request

Employee Name: _____

Department: _____

Employee ID: _____

Designation: _____

Date of Request: ____ / ____ / ____

Trip Destination(s): _____

Purpose of Trip: _____

Trip Dates: From ____ / ____ / ____ To ____ / ____ / ____

Advance Requested

Description	Amount (USD)
Transportation	_____
Accommodation	_____
Meals	_____
Other (specify)	_____
Total Advance Requested	_____

Employee Signature: _____

Date: ____ / ____ / ____

Manager Approval: _____

Date: ____ / ____ / ____

Important Notes

- All advance requests must be submitted before trip commencement and approved by the reporting manager.
- Receipts and supporting documents are required for final settlement after the trip.
- Any unspent advance must be returned within company policy timelines.
- This form is for business travel only and not for personal expenses.