

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

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.