

# Company Business Travel Advance Request

## Employee Details

Employee Name

Employee ID

Department

Email Address

Contact No.

## Travel Details

Purpose of Travel

Destination

Departure Date

Return Date

Mode of Travel

Select

If Other, specify

## Advance Amount Requested

Description	Amount (USD)
Transportation	<input type="text"/>
Accommodation	<input type="text"/>
Meals	<input type="text"/>
Other (please specify)	<input type="text"/>
<b>Total</b>	<input type="text"/>

## Additional Notes / Details

Enter any important details or justification for request

### Requested By

Name

### Approved By

Approver Name

## Important Notes

- This advance request must be submitted prior to the commencement of travel.
- Receipts must be provided for all expenses upon return.
- Unused advance amounts must be returned immediately after the trip.
- Approval is subject to company travel and finance policies.
- Incomplete forms may result in delays or rejection of advance.