

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"/>
Total	<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.