

Corporate Business Trip Advance Form

Employee Details

Full Name

Employee ID

Department

Position/Title

Contact Number

Trip Information

Destination(s)

Purpose of Trip

Trip Dates

From - To

Advance Request

| Description | Estimated Amount (USD) | Remarks |
|--------------------------------|------------------------|---------|
| Flight, Meals, Lodging, etc. | 0.00 | |
| | | |
| | | |
| Total Advance Requested | | |

Additional Notes / Justification

Employee Signature

Date:

Supervisor/Manager Approval

Date:

Important Notes

- Submit this form well in advance of your departure date for processing and approval.
- All expenses should be estimated as accurately as possible and supported by valid documentation.
- Unspent advances must be returned and accounted for via the expense claim process upon returning.
- Company policy on business travel and advances must be strictly followed.
- Attach all necessary supporting documents (itinerary, approvals, etc.) with your request.