

Employee Business Trip Advance Application

Employee Name: _____

Employee ID / Number: _____

Department: _____

Designation: _____

Contact Number: _____

Trip Details

Purpose of Trip: _____

Destination: _____

Departure Date: _____

Return Date: _____

Advance Requested

Travel: _____

Accommodation: _____

Meals: _____

Other Expenses: _____

Total Advance Amount: _____

Declaration

I hereby certify that the information provided above is true and accurate. I agree to submit original receipts and a full expense report within the stipulated time and return any unspent advance amount.

Employee Signature: _____

Date: _____

Supervisor/Manager Approval: _____

Date: _____

Important Notes

- This form must be submitted and approved prior to the planned business trip.
- Receipts and supporting documents are mandatory for all claimed expenses.
- Unused funds must be returned promptly after the trip.
- Non-compliance with policy may result in deduction from salary.
- Advance applications are subject to managerial and finance department approval.